AMENDED LEBANON CITY COUNCIL SPECIAL MEETING AND EXECUTIVE SESSIONS AGENDA

November 04, 2026 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

We provide services that foster a resilient, safe, and growing community, strengthened by our community connections

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Marcellus Angellford

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

ROLL CALL

CONSENT CALENDAR

The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.

1. ***AGENDA:*** Lebanon City Council Agenda – November 4, 2026
2. ***BOARD MINUTES:***
   Senior & Disabled Services Advisory Committee - July 15, 2026
3. ***COUNCIL MINUTES:*** *2026-10-14 City Council Regular and Executive Session Minutes*
4. ***LIQUOR LICENSE:*** *Santiam Excursion LLC*

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on November 3, 2026**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

REGULAR SESSION

5. Ordinance Bill No. 2026-09, Ordinance No. 3051 - An Ordinance Amending Lebanon Municipal Code Chapter 13.04 Incorporating Single Meter Properties

6. Northwest Code Contract Amendments
7. Resolution No. 2026-23 - A Resolution to Provide Water Service Outside the City of Lebanon City Limits
8. **Department Reports**

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

An opportunity for citizens and the press to comment on items of city business.

NEXT SCHEDULED COUNCIL MEETING(S): December 9, 2026

EXECUTIVE SESSION

Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.

9. Per ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (City Manager)

   Per ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (City Attorney)

REGULAR SESSION

Council may reconvene into open session should action be required.

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

Everyone is welcome to attend City Council meetings. If you cannot attend, written testimony must be received by noon prior to the meeting via email to city.recorder@lebanonoregon.gov. Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the City Recorder by email at city.recorder@lebanonoregon.gov by noon prior to the meeting so that the City Recorder can provide instructions.

City Council meetings are recorded and available on the City's YouTube page at:

https://www.youtube.com/user/CityofLebanonOR/videos

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder at 541.258.4905.

Senior Center and LINX Transit
80 Tangent Street
Lebanon OR 97355
(541) 258-4919
www.ci.lebanon.or.us

ADVISORY BOARD MEETING
July 15, 2026

MTG REPORT

Members Present: Cody Wack, Linda Meredith, Marlene Flyer, Joli Root, Barbara Hemnes, and Dorrie Board

Excused Absence: Avery Shields

Staff Present: Kindra Oliver

1. WELCOME:
Meeting was opened at 10:00 a.m.

2. MINUTES:
Linda moved to approve the minutes from the April 15th, 2026 Advisory Board meeting; Cody seconded; motion passed unanimously.

Following are the newly appointed/re-appointed board members:
- Cody Wack
- Linda Meredith
- Marlene Flyer
- Avery Shields

3. REPORTS:
Meal Site and Meals-on-Wheels:
Kindra has a meeting with the new Meal Site and Meals-on-Wheels Manager, Tonya, as well as Council of Governments Supervisor, Heidi, this week to discuss our partnership and brainstorm how we can help each other out.

Tori's retirement party is scheduled for Thursday, July 23rd, from 1:00-3:00 pm, at the Senior Center.

Senior Center:
Our new Activities Planner, Megan Eddy, started July 1st. She has a bachelor's degree in Therapeutic Recreation and Physical Education. She worked at the VA for 8 years and other senior living facilities in a similar role. She comes with a strong exercise background and lots of great ideas to hit other focus areas of SC programming.

We are hoping to hire another Senior Center staff over the next few months, as well.

We are starting Line Dancing back up on Tuesday, August 21st, from 12:30-1:30. We have an instructor from Brookdale of Albany who will be volunteering to facilitate the dance classes. She is not an advanced instructor, but she is excited for the opportunity. Kindra is hoping to chat with Barb and Marlene about the dances and songs that our group was accustomed to, so we can get the music list created.

Senior Center is looking to get more speakers worked into our program offerings each month. We have a gentleman scheduled to come speak in August on Rail History in Oregon. He has a list of Oregon history topics, so looking to have him come in to speak on Oregon State Parks, Women in Oregon History, Oregon Explorers and other Oregon history topics, as well. Other topics we're looking into include elder law, food preservation and canning, aging well and more.

Our Geri Fit Stretch and Flex evidence-based class has had 20-25 participants in the classes every Monday, Wednesday and Friday.

We're looking head at September, which is National Senior Center Month. This year's theme is **"**Happier Birthdays Happen Here," which celebrates the joy, connection, and purpose that senior centers bring to older adults every day. Senior Center staff is meeting this afternoon to discuss a fun event in order to celebrate.

Staff are also in the process of fine tuning the agenda for our annual Falls Prevention Workshop with COMP NW Physical Therapy, scheduled for late September.

AARP has reached out to inquire about room space at the SC in order to prepare taxes for our community this year. They would like to reserve a room two days each week, from February 1st through April 15th, 2027.

LINX Transit:

LINX Transit Ridership Summary:

- 81,322 rides for FY25-26, a 7.3% increase from prior FY
- 75,802 rides for FY24-25, a 18.5% increase from prior FY
- 63,948 rides for FY23/24, a 33% increase from prior FY
- 47,851 rides provided in FY22/23, a 58% increase from prior FY
- 30,021 rides provided in FY21/22, a 36% increase from prior FY
- approximately 20,000 rides provided prior 10 FY's

Due to increased fuel prices, we have temporarily stopped operating LINX buses on Saturdays, through September. We continue to monitor expenses closely and will revisit whether we continue with the temporary Saturday closures or determine when we might be able to reinstate Saturday service.

We took possession of a new 2026 non-CDL bus in late June and it is in service. This bus was funded through federal and state grants.

- Next Advisory Board Meetings scheduled: Wednesday, October 21st, 10:00 am

4. ADJOURNMENT

LEBANON CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSION MINUTES

October 14, 2026 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

We provide services that foster a resilient, safe, and growing community, strengthened by our community connections

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Marcellus Angellford

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was Called to Order at 6:00 PM.

ROLL CALL

PRESENT
Mayor Kenneth Jackola
Councilor - Ward 1 Dominic Conti
Councilor - Ward 1 Marcellus Angellford
Councilor - Ward 2 David McClain
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

STAFF
City Manager Ron Whitlatch
City Attorney Tre' Kennedy
Finance Director Brandon Neish
Police Captain Kim Hyde
City Recorder Julie Fisher
IT Admin Assistant Erin Gomez

CONSENT CALENDAR

The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.

Motion made by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel.
Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 1 Angellford, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. ***AGENDA:*** Lebanon City Council Agenda – October 14, 2026
2. ***COUNCIL MINUTES:*** *September 9, 2026 City Council Meeting*

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to ***5:00 p.m. on October 13, 2026****. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

City Recorder Fisher noted there was a written comment received from Richard Drake regarding traffic concerns on 5th Street between Center and 1st. Staff have already reached out and are addressing the concerns. The written comment will be added to the Council packet materials.

Dr. Elaine Wilder addressed the Council and recognized the passing of Rose Kaler, who died on October 1, 2026. Dr. Wilder spoke about Ms. Kaler's love for the City of Lebanon and her dedication to attending Council meetings and staying involved in the community. A celebration of life was announced for November 3rd at 10:00 a.m. at the River Center.

Shelly Nicholas addressed questions and concerns regarding the cost of operating the Lebanon Municipal Jail. She questioned the previously reported estimate of $68 per bed per day and asked what the actual cost would be to reopen the facility, how the City would recruit and staff corrections officer positions, how long reopening would take, and how levy funds would be handled if the facility could not open immediately. She also referenced information regarding Linn County Jail's acceptance of Lebanon cases and local crime statistics. Councilor Workman offered to follow up with her individually to discuss her questions and provide additional information.

PUBLIC HEARING(S)

REGULAR SESSION

3. Utility Rates for Vacant Properties Discussion

   Finance Director Brandon Neish presented information regarding potential changes to utility billing for vacant properties. He explained that the City currently continues to charge base water and wastewater rates when a property is vacant, even when there is no water consumption. Staff presented three options for Council consideration: maintaining the existing billing structure, establishing a reduced or vacation rate for vacant properties, or suspending water and wastewater base charges during a vacancy. Staff recommended that storm drainage and city services fees continue to be charged under either of the latter two options because those services continue to benefit the property.

   Council discussed the potential financial impact, estimated by staff at approximately $35,000 to $40,000 in reduced annual revenue if charges were suspended, as well as administrative requirements, property owner responsibility, communication about delinquent accounts, and the practices of neighboring cities. Some Council members favored maintaining the current rates and improving communication with property owners, while others expressed interest in providing a reduced rate or temporary suspension for properties that were not using water or wastewater services. Staff explained that the proposed new utility billing system would provide improved options for communicating with property owners about past-due accounts. The discussion was intended to gather Council feedback before staff brought forward a proposed ordinance. The consensus of the Council was to continue with current practices.

4. **Department Reports:**

   Captain Kim Hyde provided an update on the Police Department, including staffing, investigations, traffic enforcement, community programs, equipment donations, and

technology improvements. The department was fully staffed in sworn positions, with one vacancy remaining in the records division. The department had added a second motor officer, received donations supporting its bicycle, drone, and canine programs, and continued work toward implementing electronic citations. Hyde also reported on community service activities, the Citizens Academy, drug take-back events, and the upcoming Shop with a Cop program.

Hyde reported that over the past five years, calls for service had increased approximately 11%, cases charged had increased 30%, and warrants issued had increased 52%. She noted that violent crime trends had generally declined, while calls for service and certain nuisance crimes continued to fluctuate. The department also provided background on the municipal jail, which opened in 2009 and closed in 2023, and explained that the facility is currently used for temporary holding and processing when needed.

ITEMS FROM COUNCIL

Councilor McClain raised additional questions regarding the Police Department statistics and the relationship between the closure of the municipal jail, citations and releases, failures to appear, and outstanding warrants. Council members discussed whether additional information or a future meeting would be helpful. The Mayor and Councilor Steinhebel noted that the jail had been discussed at numerous previous meetings and that the question of reopening the facility was before voters through the November 2026 ballot measure. Council members emphasized that City staff must remain neutral regarding the measure and provide factual information. The discussion concluded without scheduling another jail-specific meeting, with Council members encouraged to contact staff directly with questions.

The Mayor also recognized Lebanon's upcoming birthday on October 17 and noted that the community would celebrate its 148th birthday. He acknowledged the City's history, growth, and the people who continue to make Lebanon a special place to live.

PUBLIC/PRESS COMMENTS

An opportunity for citizens and the press to comment on items of city business.

Nicole Drake addressed the Council regarding community concerns about the cost of operating the municipal jail. She stated that residents were seeking a clear and consistent answer about the cost per bed per day and expressed frustration that the information being discussed publicly had not provided a straightforward answer. The Mayor acknowledged the concern and indicated that the cost information is made available through the City's website.

Jason Adamson of Ward 2 thanked the Council for holding and recording meetings, making meeting minutes and information available online, and being responsive to residents' questions. He stated that access to this information allowed community members to review different perspectives and make informed decisions.

NEXT SCHEDULED COUNCIL MEETING(S) *November 4, 2026 (Rescheduled from November 11, 2026)*

EXECUTIVE SESSION

Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.

Councilor President Steinhebel called the Executive Session in Order at 7:15 PM. The City Attorney read the Executive Session Announcement. Mayor Jackola abstained from discussion. There were no formal decisions made during the meeting.

5. Executive Session Announcement - Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the Council to negotiate real property transactions.

REGULAR SESSION

Council may reconvene into open session should action be required.

ADJOURNMENT

The meeting adjourned at 7:26 PM.

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

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925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

MEMORANDUM

City Recorder's Office

Date: November 4, 2026

To: Council President Steinhebel and City Council
From: Julie Fisher, City Recorder
Subject: OLCC License Approval Request

Santiam Excursions. LLC is located at 750 S. 3rd Street. They are requesting a Full On-Premises Sales permit. This type of permit allows businesses to sell and serve (by the drink) at retail to consumers for consumption on the licensed premises. This includes distilled spirits, malt beverages (beer), wine, and cider.

As part of the licensing process, the OLCC asks for City Council recommendation.
The Police Chief, Fire Marshal, Building Official, and Community Development Department reviewed the application and found no evidence to support a denial of this liquor license application.

Council Action:

Staff recommends that Council authorize a favorable recommendation to OLCC for Santiam Excursions, LLC under the City Council Consent Calendar.

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Santiam Excursions, LLC

Proposed Trade Name: Travel Station

Premises Address: 750 S 3rd St Unit:

City: Lebanon County: Linn Zip: 97355

Application Type: ☒ New License Application ○ Change of Ownership ○ Change of Location

License Type: Full On-Premises, Other Public Location ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: Nancy Randall Phone: 541-401-3663 541-619-5479

Mailing Address: 203 Industrial Way

City: Lebanon State: OR Zip: 97355

Email Address: nancy@albanyeastern.com

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption ☒ Outdoor Consumption

☐ Proposing to Allow Minors

Section 1 continued on next page

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Santiam Excursions, LLC

Proposed Trade Name: Travel Station

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed ***by the local government*** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

○ **Recommend this license be granted**

○ **Recommend this license be denied** (Please include documentation that meets OAR 845-005-0308)

○ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4212
bneish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

October 14, 2026

From: Brandon Neish, Finance Director

Subject: Amendments to LMC Chapter 13.04 – Utility Accounts for Shared Residential Connections

I. INTRODUCTION

As part of the City's ongoing review of the Lebanon Municipal Code (LMC) provisions governing utility services, staff is proposing amendments to Chapter 13.04 to clarify utility account responsibilities for properties containing multiple residential dwelling units served through shared utility connections.

The proposed amendments would require utility accounts associated with shared residential connections to be established and maintained in the property owner's name rather than an individual tenant's name. The intent is to promote equitable billing practices, establish clear financial responsibility, and provide consistency in the administration of utility accounts.

II. CURRENT REPORT

At the October 14, 2026, City Council meeting, staff presented three options for addressing utility charges during periods of property vacancy. Following discussion, Council elected to maintain the City's existing billing practices, under which property owners remain responsible for applicable utility charges between tenants or during other periods of vacancy.

During that discussion, staff also identified a separate issue involving utility accounts for accessory dwelling units (ADUs), duplexes, and other multifamily residential properties that share utility connections. While Council elected not to pursue changes to vacancy billing practices, staff indicated that an ordinance addressing shared utility connections would be brought forward for consideration.

Under existing LMC 13.04.140, property owners are ultimately responsible for water and wastewater charges associated with their properties. However, utility accounts may be established in the names of individual tenants, including in circumstances where multiple residential dwelling units share a common utility connection.

This arrangement can create billing inequities when an individual tenant is named as the account holder for a connection serving multiple residences. In these circumstances, the City may be unable

to independently distinguish consumption attributable to each dwelling unit, potentially leaving one tenant responsible for charges associated with another household.

The proposed amendments to LMC 13.04 would require accounts associated with shared residential utility connections to remain in the property owner's name. This would establish a consistent party responsible for payment while allowing property owners to allocate utility expenses among tenants through lawful rental agreements.

Properties with separate, independently metered and connected utility services would continue to be eligible for individual tenant accounts. The proposed amendments are intended to address shared utility connections specifically, rather than impose additional requirements on all multifamily residential properties.

These changes are intended to improve billing fairness, reduce disputes associated with shared consumption, provide continuity of service during tenant transitions, and establish consistent administrative practices. The proposed ordinance does not modify existing utility rates, establish additional charges, or change the City's billing practices during periods of vacancy.

III. RECOMMENDATION

Staff recommends that City Council approve the proposed ordinance amending Lebanon Municipal Code Chapter 13.04 to clarify utility account ownership and payment responsibilities for residential properties served through shared utility connections.

AN ORDINANCE AMENDING LEBANON MUNICIPAL CODE CHAPTER 13.04 INCORPORATING SINGLE METER PROPERTIES	))))	**ORDINANCE NO. 2026-09** **ORDINANCE BILL 3051**

WHEREAS, the City of Lebanon provides water, wastewater, and storm drainage services to residential properties throughout the City; and,

WHEREAS, residential development increasingly includes accessory dwelling units (ADUs), duplexes, and multifamily dwellings that may utilize shared utility meters, connections, or infrastructure; and,

WHEREAS, shared utility connections may prevent the City from independently identifying and measuring utility consumption attributable to individual dwelling units, creating potential inequities when utility accounts are maintained in the name of an individual tenant; and,

WHEREAS, the City Council finds that individual tenants should not be held directly responsible to the City for utility charges that may be attributable to other dwelling units served through a shared connection; and,

WHEREAS, requiring utility accounts associated with shared connections to remain in the property owner's name establishes a consistent party responsible for payment, promotes equitable billing practices, and reduces disputes associated with shared utility consumption and tenant turnover; and,

WHEREAS, the City Council recognizes that property owners may establish lawful arrangements for the allocation or reimbursement of utility expenses, provided such arrangements comply with Oregon Revised Statutes §90.315 and other applicable state laws; and,

WHEREAS, the City Council desires to amend the Lebanon Municipal Code to clarify utility account ownership requirements for residential properties served through shared utility connections while preserving the ability of separately served dwelling units to maintain individual utility accounts.

NOW, THEREFORE, THE CITY OF LEBANON ORDAINS AS FOLLOWS:

Section 1. Lebanon Municipal Code (LMC) §13.04.020 is amended to include:

Shared service connection means two or more residential dwelling units, including accessory dwelling units, duplexes, or other multifamily residential developments served through a shared City water or wastewater service connection.

Section 2. LMC §13.04.220 – Service connections is amended to include:

When a property has a shared service connection, the associated utility account shall be established and maintained in the name of the property owner. Residential dwelling units served by separate, independently metered water connections and separate wastewater service connections may maintain individual utility accounts in the name of the tenant or occupant, subject to other applicable provisions of this code.

Section 3. LMC §13.04.141 – Bills-Properties with shared service connections is hereby added:

Consistent with sections 13.04.020 and 13.04.220, the property owner is responsible for all bills, charges, fees, deposits, or damage to City property in connection with water or wastewater service furnished to the property, regardless of occupancy, tenancy, or any private agreement between the property owner and tenants. Nothing in this section shall prohibit a property owner from allocating or recovering utility charges from tenants in accordance with applicable state law.

Section 4. Sections preceding shall take effect thirty days after enactment by the Lebanon City Council.

Passed by the City of Lebanon City Council and executed by the Mayor on this 4th day of November, 2026 by a vote of _____ yeas and ____ nays.

CITY OF LEBANON, OREGON

_____

Kenneth Jackola, Mayor ☐

Michelle Steinhebel, Council President ☐

ATTEST:

_____

Julie Fisher, MMC, City Recorder

Chapter 13.04 WATER AND WASTEWATER SYSTEMS

Article I. Common Provisions

13.04.010 Applicability of provisions.

Article II of this chapter relates to the city water system. Article III of this chapter relates to the city wastewater system. Article I applies to both systems.

(Ord. 2026 § 2, 1987)

13.04.020 Definitions.

1. "Account" means files or records kept by the city finance department representing one water and/or wastewater use billing.
2. "Applicant" means the person, corporation, association or agent applying for service.
3. "Average winter water consumption" means the average of water consumption during November, December, January, February and March. The average shall be calculated on the greater of actual use or one unit per month.
4. "Billing cycle" means one month of water and/or wastewater use established for accounting purposes as defined in Sections 13.04.380 through 13.04.430 and 13.04.500 through 13.04.560 of this chapter.
5. "City" means the city of Lebanon, a municipal corporation in the state of Oregon.
6. "City administrator" means the city of Lebanon city administrator or his designated agent.
7. "Cross-connection" means any connection or structured arrangement between a public or customer's potable meter system and any nonpotable source or system through which backflow may occur.
8. "Customer" means an applicant whose application for service is accepted and to whom service is provided.
9. "Delinquent account" means any bill for services that is not paid by the billing due date.
10. "Mains" mean water or wastewater distribution pipelines located in streets, highways, rights-of-way or easements which are used to serve the general public.
11. "Multifamily dwelling unit" means a building or portion thereof designed for occupancy for two or more families living independently of each other with the number of families in residence not exceeding the number of units provided.
12. "New user" means new location for which no prior record of water usage is available during November, December, January, February and March as defined in Sections 13.04.520 and 13.04.530.
13. "Normal working hours" mean the hours from eight a.m. to four p.m., Monday through Friday, excluding holidays.
14. "Premises" mean the integral property or area, including improvements thereon to which service is or will be provided.

15. "Property owner" means that person(s), corporation, company or organization which is defined on the property tax rolls as owning the property.

16. "Schools" mean institutions of learning into which ten pupils or more are enrolled, either public or private, accredited to teach grades one through twelve, or a college accredited to teach beyond the twelfth grade.

17. "Service connection" means the pipes, valves and other facilities by means of which the system conducts water from its distribution mains to and through the meter, but does not include the piping from the meter to the property served. Also, the pipes, cleanouts and other facilities by means of which the property owner collects wastewater from the premises to the main.

18. "Shared service connection" means two or more residential dwelling units, including accessory dwelling units, duplexes, or other multifamily residential developments served through a shared City water or wastewater service connection.

~~18~~19. "The system" means the combined water system and wastewater system.

~~19~~20. "User" means a person, corporation, firm, association or partnership which uses and receives the benefit of the city of Lebanon municipal wastewater system or water system.

~~20~~21. "User fees" mean fees charged to customers for water used and for wastewater deposits into wastewater system.

~~21~~22. "Wastewater system" means the Lebanon municipal wastewater system, including, pipes, manholes, cleanouts, treatment facilities and other facilities by means of which the city conducts wastewater from its customers and delivers it via the wastewater treatment plant to the South Santiam River.

~~22~~23. "Water system" means the Lebanon municipal water system, including, pipes, valves, treatment facilities, reservoirs and other facilities by means of which the city conducts water from the South Santiam River to its customers.

~~23~~24. "Wildcat sewer mains" mean wastewater collection mains which are maintained by the property owners whose service connections are attached to the main. For further description see Section 13.04.290.

(Ord. 2067 §§ 1, 2, 1990; Ord. 2068 § 3, 1990; Ord. 2026 § 3, 1987)

(Ord. No. 2848, 10-9-2013)

13.04.030 Service—Application—Form.

Each applicant for service shall be required to complete and sign a form provided by the finance department of the city.

(Ord. 2026 § 4 (part), 1987)

13.04.040 Service—Application—Accompaniment by fee/deposit and required supplemental information.

Applications shall be accompanied by any required fees, deposits and required supplemental information.

(Ord. 2026 § 4 (part), 1987)

(Ord. No. 2848, 10-9-2013)

13.04.050 Deposit—Waiver or refund.

Deposits will be available for refund, or may be waived altogether, based upon a showing of good credit. The determination of whether a customer or potential customer has established "good credit" shall be made at the sole discretion of the city administrator. The decision of the administrator shall be final and shall not be subject to appeal.

(Ord. 2026 § 5, 1987)

13.04.060 Service—Application—Denial—Circumstances.

The city administrator shall deny any application under the following circumstances:

A. The applicant has failed to satisfy any past due balance owed on a water or wastewater bill;

B. The system will be unable to supply the demand created by the proposed use without the acquisition of new sources of water or capital improvement to the existing system;

C. The applicant has been convicted on two or more occasions within the preceding forty-eight months for violation of this chapter, or water and or wastewater rules, or restrictions, or for trespass upon the system treatment plants or reservoir properties or for endangering the water supply of the Lebanon municipal water system;

D. The plumbing on the premises to be served does not meet the standards imposed by city, state or federal law.

(Ord. 2026 § 6 (part), 1987)

13.04.070 Service—Application—Denial—Notice.

Notice of denial shall be in writing and shall state the reasons for denial and the applicant's right of appeal as defined in Section 13.04.340. Notice shall be mailed to the applicant's address as shown on the application.

(Ord. 2026 § 6 (part), 1987)

13.04.080 Charges—Authority to set.

All rates, fees and charges applicable to this chapter shall be set by the city council by resolution.

(Ord. 2026 § 15 (part), 1987)

13.04.085 In-lieu-of franchise fee.

Effective July 1, 2024, as compensation for the use of city-owned rights-of-way, the water and wastewater funds shall each pay the general fund an in-lieu-of franchise fee in the amount of up to seven percent of city of Lebanon water and wastewater user receipts.

(Ord. 2320 § 1, 2002)

(Ord. No. 3023, § 1, 8-14-2024)

13.04.090 Charges—Payment due when.

All rates, fees and charges imposed, or damages incurred, pursuant to this chapter are due and payable upon the billing for service. Any unpaid rates, fees, charges or damages accrued will constitute a lien upon the real property for which the service was provided. Any lien under this chapter which remains unpaid for sixty days after it has been recorded in the city's lien docket may be foreclosed in any manner provided by ORS 223.505 to ORS 223.650 or as otherwise provided by law.

(Ord. 2026 § 15 (part), 1987)

(Ord. No. 2848, 10-9-2013)

13.04.091 Charge for returned checks or electronic payments.

At the discretion of the city administrator, a fee may be imposed when a check or electronic payment is returned by the bank for insufficient funds.

(Ord. 2108 § 1, 1992)

(Ord. No. 2848, 10-9-2013)

13.04.100 Payment of charges—Billing cycle.

The billing cycle for all user fees and service charges shall be on a monthly basis for all classes of users.

(Ord. 2026 § 22 (part), 1987)

13.04.110 Payment of charges—Proration.

The charges are to be prorated on a monthly basis with each fraction of a month to be considered as a whole.

(Ord. 2026 § 22 (part), 1987)

13.04.120 Payment of charges—New domestic user.

Any new domestic user shall be billed at the basic fee established for domestic users as outlined in Sections 13.04.380 through 13.04.430 and 13.04.500 through 13.04.560.

(Ord. 2026 § 22 (part), 1987)

13.04.130 Payment of charges—New commercial user.

Any new commercial user of the wastewater system shall be temporarily billed at the basic fee established for domestic users until the city administrator has established the user's consumption rate by observing the user's water meter for up to ninety days. The new fee shall be retroactive to the beginning of the account of the new user.

(Ord. 2026 § 22 (part), 1987)

13.04.140 Bills—Mailing—Responsibility for payment.

Bills for water and wastewater service shall be mailed to the customer's address unless the customer directs otherwise in writing. The property owner is ultimately responsible, however, for all bills, charges, fees, deposits or damage to the city property in connection with water or wastewater service furnished to the property.

(Ord. 2026 § 16, 1987)

13.04.141 Bills-Properties with shared service connections.

Consistent with sections 13.040.020 and 13.04.220, the property owner is responsible for all bills, charges, fees, deposits, or damage to City property in connection with water or wastewater service furnished to the property, regardless of occupancy, tenancy, or any private agreement between the property owner and tenants. Nothing in this section shall prohibit a property owner from allocating or recovering utility charges from tenants in accordance with applicable state law.

13.04.150 Adjustment of charges.

Adjustments (other than that covered by the appeal process, Section 13.04.340) may be made to the domestic and commercial users' charges at the request of a user for any of the following reasons:

A. For wastewater fees only, substantial permanent change in occupancy of dwelling unit for more than six months;

B. For wastewater fees only, change in use of a commercial establishment;

C. Excess use due to a leak, but only after the leak has been repaired and if the user has shown prompt action in correcting the problem.

A request for any of the reasons set out above in subsections A through C shall be made in writing to the city administrator with a full explanation of the reasons for and circumstances surrounding the request for a change. If, in the opinion of the city administrator, a change is warranted, then the user may either agree to a new charge at the rate established by the city for users not served by the city water system as outlined in Sections 13.04.240 and 13.04.580, or he may request the city administrator to monitor his water consumption at an existing meter or at a meter installed by the user at the user's expense for a period not to exceed ninety days. The quantity reading subsequently obtained shall then be used in the standard formula for assessing user fees for that user as identified in Sections 13.04.380 through 13.04.430 and 13.04.500 through 13.04.560.

D. Physical disconnection of the wastewater service, the method of which has been inspected and approved by the city administrator, shall result in a discontinuation of user fees.

E. Changes to or discontinuation of user fees by this section will not take place until the next monthly billing after the request is made.

(Ord. 2068 § 1, 1990; Ord. 2026 § 11, 1987)

13.04.160 Special service fees—Required when.

A special service fee shall be deposited with the city when:

A. The city is requested to perform an accuracy check on a meter;

B. The city is requested to perform a system pressure check.

(Ord. 2026 § 9(A), 1987)

13.04.170 Special service fees—Retention or refunding determination.

A. When a meter is found to register more than two percent fast, the city shall refund the deposit and refund to the property owner the overcharge based on the corrected meter readings for a period not to exceed three months.

B. When a meter is found to be within two percent of being accurate, the city shall retain the deposit.

C. When a meter is found to register more than two percent slow, the city shall retain the deposit and render a bill for water consumed but not covered by bills previously rendered based on the corrected meter readings for a period not to exceed three months.

D. When the results of the pressure test show an abnormally large pressure drop and that pressure drop is occurring in the city's maintained system then the deposit will be refunded.

E. When the results of the pressure test show an abnormally large pressure drop and that pressure drop is occurring in the customer's maintained system or if the pressure drop is not abnormal then the deposit will be retained by the city.

(Ord. 2026 § 9(B), 1987)

13.04.180 Water service turn-on charge—Due when.

A. A service charge shall be paid to the city whenever water service is turned off after having been turned off due to nonpayment or by request of the customer. For purposes of this section, turn-off for nonpayment shall mean the processing of the work order which instructs system personnel to shut off service.

B. However, no turn-on charge shall be imposed during normal working hours if service is turned off at customer request, and if a customer shut-off valve is installed adjacent to the meter and at the expense of the customer. If water service is turned off for the convenience of the city, no turn-on charge will be assessed at any time. If water is turned off due to an emergency of the customer, such as a broken pipe, no turn-on charge will be imposed for water turn-on during normal working hours or at other times regularly scheduled for such purpose. However, the normal after-hours service charge shall be made for the turn-on of water service after hours, on weekends, or at such other times not regularly scheduled by the city.

(Ord. 2065 § 1, 1989: Ord. 2026 § 10, 1987)

(Ord. No. 2848, 10-9-2013)

13.04.200 System standards.

All parts of the system and all service pipes, appurtenances, fixtures and devices attached to the system by any means shall be of a size, quality and construction acceptable to the director of public works. Fixtures and devices shall conform to the Uniform Plumbing Code as adopted by the state and the city on the date of connection and such other standards as the director of public works may impose. When imposing standards the director of public works shall be guided by the operation restrictions imposed by the system design, good engineering practice, consideration of standardization, and industrial practice.

(Ord. 2026 § 17, 1987)

13.04.210 Service standards.

The system may furnish and install a service of such size and at such location as the application requests, provided such requests are reasonable. The city shall install and maintain at customer's expense water service from its water distribution main or to the curbline or property line of the premises which may abut on the street, on other thoroughfares, or on the system right-of-way or easement. Property owners shall install and maintain at property owners' expense, laterals for collection of wastewater from the premises to the mains. Service connections shall not be made to those properties which do not lie adjacent to mains or for mains which do not extend the full width of the property until such time as the water main is extended. The director of public works may waive this requirement in cases where the main extension would serve no useful purpose.

(Ord. 2026 § 18 (part), 1987)

13.04.220 Service connections.

A separate service connection will be required for each dwelling, place of business, and institution served which lies on separate parcels of land. Separate dwellings, places of business or institutions on the same parcel and under single control or management may be served, at the option of the property owner, through separate service connections to each unit or through a single service connection.

When a property has a shared service connection, the associated utility account shall be established and maintained in the name of the property owner. Residential dwelling units served by separate, independently metered water connections and separate wastewater service connections may maintain individual utility accounts in the name of the tenant or occupant, subject to other applicable provisions of this code.

(Ord. 2026 § 18 (part), 1987)

13.04.230 Furnishing of water to others by system users—Restriction.

No system user shall furnish water to any family, business or institution other than those occupied and operated by himself.

(Ord. 2026 § 18 (part), 1987)

13.04.240 Service outside city limits.

A. Under no circumstances shall service be extended to persons or properties located outside of the city limits of the city without the expressed permission of the city council by resolution. The council may grant service outside the city only under the following circumstances:

   1. As a temporary measure to alleviate a health hazard;

   2. Under emergency circumstances to alleviate human suffering, but only for the duration of the emergency;

   3. In return for right-of-way, service is to grantor only;

   4. To an industrial or commercial customer when the grant of service can be shown to be of significant benefit to the economy of the city and the grantee consents to annexation of the property upon request of the city.

B. This provision shall not be deemed to affect existing services to property located outside the city limits as of November 15, 1985, except that extensions or enlargements of their services shall not be allowed unless

either the circumstances set out in subsections A1, A2, A3 or A4 of this section exist. The city council shall be the final judge of the applicability or existence of the circumstances set out in subsections A1, A2, A3 or A4 of this section.

(Ord. 2026 § 21, 1987)

13.04.250 Changes in service.

Meters or services moved for the convenience of the customer will be relocated only at the customer's expense. Change in the size of service shall be accomplished on the basis of a new connection. Where the service connection to any premises has been abandoned or not used for a period of one year or longer, the system may remove such service connection. New service shall be placed only upon owner's making an application and paying for a new connection in the regular manner.

(Ord. 2026 § 19, 1987)

13.04.260 Termination of service—City's rights.

The city shall have the right to discontinue, remove or close wastewater or water connections and enter upon the property for accomplishing such purpose.

(Ord. 2026 § 7 (part), 1987)

13.04.270 Termination of service—Reasons.

Service to any customer may be terminated upon any of the following events:

A. System capacity is no longer sufficient to provide adequate service;

B. The purity of water in the system cannot be guaranteed;

C. In case of emergency or damage by casualty to the system;

D. The customer has been convicted on two or more occasions within the preceding forty-eight months for violation of this chapter or rules, or for violation of water or wastewater restrictions, or for trespass upon the treatment plant or reservoir properties or for endangering the water system water supply, or for tampering with a service cock or meter;

E. The customer has a current or prior account for service that has become fifteen days or more delinquent;

F. Customer has failed or refused to allow system personnel to inspect plumbing, water lines, wastewater lines and appurtenances located on this premises;

G. Customer has served water to a dwelling, business or institution which lies upon separate property;

H. Customer has not removed an existing cross-connection;

I. The customer has requested termination of service;

J. Failure to have the flow or sampling devices in proper operating condition for more than one week;

K. Failure to comply with the provisions of this chapter.

(Ord. 2026 § 7 (part), 1987)

(Ord. No. 2848, 10-9-2013)

13.04.280 Ownership.

All pumps, mains, laterals, valves and other devices and appurtenances of the water system up to and including the meter shall be considered city property. In the event that a meter is not installed, as in the case of private fire services, then a valve at or near the property line shall constitute the end of the city's property. All pumps, mains, laterals, and other devices and appurtenances of the wastewater system up to and including the main shall be considered city property.

(Ord. 2026 § 20 (part), 1987)

13.04.290 Maintenance and repair.

A. The city shall be responsible for maintenance and repair of all city property. The customer will be responsible for maintenance and repair of all water system property beyond the city's responsibility. The property owner shall be responsible for all repairs and maintenance of the property owner's wastewater system property, beyond the city's responsibility, including service connections to the wastewater mains.

B. 1. The city shall be responsible for the maintenance of all wastewater mains if they meet the following criteria:

a. The main has previously been approved and accepted for maintenance by the city;

b. The main is six inches or larger in diameter;

c. The main is connected to a city-maintained manhole at its downstream end;

d. The main lies completely within city right-of-way or easement.

2. All wastewater mains which do not meet this criteria shall be considered wildcat sewer mains.

(Ord. 2026 § 20 (part), 1987)

13.04.300 Liability for damage to city equipment or property.

The customer shall be liable for any damage to a meter or other equipment or property owned by the city which is caused by an act of the customer, his tenants or agents. The system shall be reimbursed by the customer for any such damage promptly on presentation of a bill.

(Ord. 2026 § 8 (part), 1987)

13.04.310 Liability for damage resulting from service interruption or shortage or insufficient supply of pressure.

The city shall not be liable for damage resulting from interruption of service, shortage or insufficient supply or pressure, or for any loss or damage occasioned thereby, if caused by accident, act of God, fire, strikes, riots, war or any cause not within its control.

(Ord. 2026 § 8 (part), 1987)

13.04.315 Utility rate review committee.

The Lebanon City Council shall review utility rates and provide a public forum for such review. The city council shall meet annually to review the financial and physical condition of the water and wastewater systems and, if necessary, update rates accordingly.

(Ord. 2108 § 2, 1992)

(Ord. No. 3023, § 2, 8-14-2024)

13.04.320 Tampering with city property prohibited.

A. No person shall trespass upon, mark, destroy or tamper with any property or equipment of the system unless authorized by an employee of the city.

B. No person except an authorized employee of the administration, community and economic development, department of public works, a member of the police department or county sheriff acting in the line of duty, a member of the fire department acting in the line of duty, a contractor employed by the city to work in the system, or a licensed plumber with permission of the city, shall open or close a service cock, fire hydrant, or other system valve, or operate, remove or open a meter anywhere within the system, or remove a wastewater system manhole or cleanout cover.

(Ord. 2026 § 13, 1987)

13.04.330 Right-of-entry.

All personnel listed in Section 13.04.320 and persons assigned to read meters shall be authorized to enter upon customer premises without prior notice for the purpose of reading meters, inspecting customer equipment or investigating possible violations of this chapter. Employees and meter readers shall attempt to locate the person in charge of premises before entering any building or enclosure. Presence of unrestrained domestic animals, dogs or vicious animals upon the part of the premises to be inspected shall be deemed refusal of entry and may result in termination of service under Sections 13.04.260 and 13.04.270.

(Ord. 2026 § 14, 1987)

13.04.340 Appeals.

Any person who is aggrieved by denial of an application for service, by termination of water service, or who disputes the amount of billing may appeal as follows:

A. Informal Appeal — Step 1. Within ten calendar days of receipt of a disputed billing or ten days of notice of an adverse action on an application or ten days of termination or notice of impending termination of service, a person aggrieved thereby may appeal informally by presenting himself to the city finance director at city hall and presenting such matters as the customer or applicant believes entitle him to relief, and the relief requested.

B. Formal Appeal — Step 2. Within five calendar days of completion of step 1, an aggrieved person not satisfied with the decision of the finance director may appeal to the city administrator in writing. The city administrator shall consider the matters presented and shall issue a decision in writing.

C. Formal Appeal — Step 3. Within five calendar days of the completion of step 2 an aggrieved person not satisfied with the decision of the administrator may appeal to the city council by requesting in writing

to the city administrator that the matter be placed on the next available city council agenda. The decision of city council will be final.

(Ord. 2026 § 12, 1987)

13.04.350 Severability.

Each sentence, paragraph and section of this chapter shall be deemed severable. A declaration by a competent court that any provision of this chapter is invalid shall have no effect upon the portions remaining.

(Ord. 2026 § 25, 1987)

13.04.360 Administration.

Administration of the water and wastewater systems shall be under the direction of the city administrator or his designated agent unless otherwise specified within this code.

(Ord. 2026 § 1, 1987)

13.04.370 Violation—Penalty.

No person shall violate any of the provisions of this chapter. Any person who violates this chapter shall be fined a sum not to exceed amount set by the fee schedule the first violation within a twenty-four-month period, set by the fee schedule upon the second violation, and set by the fee schedule upon the third violation and each violation subsequent to the third. If the violation is of a continuing nature, each day upon which the violation continues shall be deemed a separate offense. In addition to the above fine, any person violating any provisions of this chapter shall become liable to the city for any expense, loss or damage occasioned by the city by reason of such violation.

Each violation by an owner or tenant will be cumulative by the property owner independent of the number of properties served.

(Ord. 2026 § 24, 1987)

(Ord. No. 2848, 10-9-2013)

Article II. Water System

13.04.380 User fee—Generally.

A user fee shall be levied against each meter or unmetered account on a monthly basis. User fees shall be charged according to account classes as defined in Sections 13.04.390 through 13.04.430.

(Ord. 2026 § 27 (part), 1987)

13.04.390 User fee—Domestic user.

A. "Domestic user" means all single-family and individual apartments or flats where service is furnished through a separate meter for each individual apartment.

B. Fees for this class will consist of a basic charge for each size of meter installed and assessed independently of water use, and a commodity charge.

C. An additional rate step may be established for water use at the discretion of the city council.

(Ord. 2183 § 1, 1996: Ord. 2068 § 2, 1990; Ord. 2026 § 27(A), 1987)

13.04.400 User fee—Commercial and industrial user.

A. "Commercial and industrial user" means all industries, stores, offices, hospitals, schools, churches, mercantile establishments and apartments except those in which service to each apartment is metered separately.

B. Fees for this class will consist of a different minimum charge for each size of meter installed and a commodity charge. For the purposes of computing the commodity rate, all three-fourths inch and smaller size meters will be considered to be three-fourths meters.

(Ord. 2183 § 2, 1996: Ord. 2093 § 1, 1991: Ord. 2068 § 4, 1990: Ord. 2026 § 27(B), 1987)

13.04.410 User fee—Standby water use.

A. "Standby water use" means all residential, commercial or industrial users with a service which is used only as an emergency backup source of water in the event that their normal water source is incapacitated due to power outage, undesirable water quality, or inadequate volume from their normal water source.

B. Fees for this class will consist of a monthly rate for each size of meter installed for any meter read period that the water use does not exceed one unit. In the event that the water use exceeds one unit, the user fee shall revert to the standard residential, commercial or industrial rate as appropriate for that billing period only.

(Ord. 2026 § 27(C), 1987)

13.04.420 User fee—Private fire protection service.

A. A user fee shall be levied against each private fire protection service account on a monthly basis. The charge for this service will be based upon the size of service connection and the rates shall distinguish between privately owned and maintained hydrants and the city owned and maintained hydrants installed on private property at the request of the property owner.

B. For the purpose of this chapter, private fire protection service will not only include fire hydrants as stated, but also standpipes and connections for automatic sprinkler systems.

C. Private fire protection services are to be used only to extinguish fires and for flushing necessary to maintain fire protection equipment. When used in this manner a commodity charge will not be applied to water used. In case of surreptitious or improper use of water, the consumption may be estimated or meter installed and the water used shall be billed at commercial and industrial users' rates.

(Ord. 2026 § 27(D), 1987)

13.04.430 User fee—Lebanon fire department.

A user fee shall be levied against the Lebanon fire district. This charge shall be based upon the Intergovernmental Agreement for Annexation and Consolidation Of Fire Protection And Life Services, dated May 26, 1986.

(Ord. 2026 § 27(E), 1987)

13.04.440 Service charge and user fee disposition and use.

Water service charges and user fees and receipts therefrom, as and when collected, shall be paid over to the city treasurer for deposit into a department within the enterprise fund known as the "water department." The moneys in said department shall be used for the establishment, operation, maintenance, improvements, repair and extension of the city water treatment plant or plants and distribution system; and for all equipment, appurtenances, and other items or expenses relevant and necessary for the useful and convenient construction, operation and maintenance of said plants and water system. The administrative costs for collecting the charges and administering this chapter shall be payable from said special department.

(Ord. 2026 § 31, 1987)

13.04.450 Service connection—Fee.

A. New service connections to existing water mains shall be installed by the system in accordance with the fee adopted by resolution of the city council for those services from ¾-inch to two-inch size. Services longer than two-inch shall be installed at actual cost plus fifteen percent overhead.

B. An advance payment of the estimated cost of the work shall be made before installation of a service connection. When the estimated cost is not sufficient to cover the total charge, the deficit shall be charged to the applicant. Any excess payment shall be refunded to the applicant.

(Ord. 2026 § 28, 1987)

13.04.460 Water utility extension.

A. Water mains may be extended either by the efforts of a private individual or corporation through the local improvement district process, or by the direction of the city council. All system extensions shall be designed and the designs stamped by an engineer registered as a civil engineer in the state. The designs shall be approved by the director of public works. All system extensions shall be located and sized as directed by the director of public works and designed and constructed according to the standards set forth by the director of public works.

B. An application for construction of system improvements shall be filled out and the application fees paid when that extension is made through the efforts of a private individual or corporation.

(Ord. 2026 § 29 (part), 1987)

13.04.470 Temporary service.

A. Temporary water service as herein considered refers to water for fairs, circuses, bazaars, temporary restaurants and other establishments not of a permanent nature and water for construction purposes. Temporary water service also refers to any water service connection which is likely to be removed or

relocated in the future. This rule shall apply to temporary and permanent installations alike if the water use is temporary.

B. Where it is practical to furnish water through an existing service, the charge will be standard service charge established by the city fee schedule, plus a payment for water used at the same fee schedule charged to commercial and industrial accounts.

C. Where a new service or substantial revision of an existing service is needed to provide the temporary service, the charge shall be that adopted for a new service, plus a standard user fee, and payment for water used at the same fee schedule charged to commercial and industrial accounts.

D. Where it is impractical to furnish water through a service connection, water may be withdrawn from a fire hydrant through a fire hydrant meter which is furnished by the city upon payment of a deposit and a standard turn-on fee, as defined in Section 13.04.180. Installation and removal of the fire hydrant meter shall be made by city personnel only. If the city is requested to move the fire hydrant meter then a standard turn-on fee shall be charged for each move.

E. Return of the deposit is subject to the payment for water used at the same fee schedule charged to commercial and industrial accounts, and return of the meter in satisfactory condition. A deduction from the deposit shall be made to cover the cost of necessary repairs or replacements to the meter.

(Ord. 2026 § 30, 1987)

(Ord. No. 2848, 10-9-2013)

13.04.480 Water emergency.

A. The city administrator of the city shall, upon receiving reliable information that the system function, capacity or water purity is about to be impaired or has been impaired, declare an emergency. Upon declaration of such an emergency, the city administrator shall impose such restriction upon the use of water as he deems necessary to protect the health, safety and welfare of the citizens of the affected area. The city administrator shall use reasonable means to notify the public of the restrictions imposed. The city council may, at any meeting subsequent to the emergency, by resolution, confirm, alter, amend or terminate the restriction imposed by the city administrator.

B. No person shall violate the terms of any restriction or condition placed upon the use of a meter by the city administrator or the city council pursuant to the provision. It shall be no defense to a charge of violation that the person cited had no knowledge of the terms of the restriction.

(Ord. 2026 § 26, 1987)

Article III. Wastewater System

13.04.490 Method of charging for service imposed.

The following just and equitable method of charging for wastewater service and subsequent wastewater service is imposed on all premises and users served by the city of Lebanon municipal wastewater system.

(Ord. 2026 § 32, 1987)

13.04.500 Method of assessing wastewater use charges established.

The following just and equitable method of assessing wastewater use charges is established, determined and declared to be as set forth in Sections 13.04.510 through 13.04.560.

(Ord. 2026 § 33 (part), 1987)

13.04.510 User classes—Established.

In establishing a just and equitable method of wastewater use it is necessary to establish user classes into which users of similar wastewater loadings are grouped. User classes are established as follows:

A. Domestic Users. All single-family and multiple family dwellings;

B. Commercial Users. All general or retail businesses not deemed an industrial user;

C. Schools. Both public and private schools;

D. Industrial Users. Any business, occupation, or enterprise having wastewater discharge which by reason of the manufacture or industrial process involved or through services rendered is or could be of a kind or type dissimilar to that of a single-family residence because of the discharge of chemicals or putrescent material as the by-product of such process. The city shall determine when a user is an industrial user;

E. Lebanon Fire District. All facilities owned and/or operated by the Lebanon fire district.

(Ord. 2026 § 33(A), 1987)

13.04.520 User fee—Domestic user.

The method of assessing wastewater user fees for domestic users shall be based on average winter water consumption. For each domestic user the monthly wastewater charge shall be computed as follows:

A base fee plus a volumetric charge based on average winter water consumption up to a maximum of fifteen units. Domestic consumption in excess of fifteen units shall be charged the same as fifteen units.

(Ord. 2182 § 1, 1996: Ord. 2067 § 3, 1990: Ord. 2026 § 33(B), 1987)

13.04.530 User fee—Commercial user.

The method of assessing wastewater user fees for commercial users shall be based on average winter water consumption. For each commercial user the monthly wastewater charge shall be computed as follows:

A base fee plus a volumetric charge based on average winter water consumption.

(Ord. 2182 § 2, 1996: Ord. 2067 § 4, 1990: Ord. 2026 § 33(C), 1987)

13.04.540 User fee—Schools.

The method of assessing wastewater user fees for both public and private schools shall be based upon the number of students enrolled in that school on the first day of October. For each school, the monthly wastewater rate shall be computed as follows:

A = FG

where: A = Monthly wastewater user fee for each school.

F = Total student enrollment as counted on October 1st.

G = Established wastewater charge per student per month.

The monthly wastewater user fee shall be equal at each school for all months of the twelve-month period, July 1st through June 30th.

(Ord. 2026 § 33(D), 1987)

13.04.550 User fee—Industrial user.

A. The method of assessing wastewater user fees for each industrial user shall be based upon a monthly demand charge related to the fixed costs of the city of providing the capacity to treat the wastes, a monthly billing charge, and a variable charge based on the characteristics of the wastes being discharged. The standard characteristics upon which the industrial rates shall be based are:

1. Either the quantity of discharge per month (in hundreds of cubic feet) or the average winter water consumption, at the discretion of the city administrator;

2. Pounds of BOD per day (where BOD denotes the biochemical oxygen demand) and means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in either five days or twenty-eight days at twenty degrees Celsius, expressed in milligrams per liter (at the discretion of the city administrator);

3. Pounds of total suspended solids (TSS) per day where TSS means solids that either float on the surface of, or are in suspension in wastewater and which are removable by laboratory filtering;

4. Where concentrations of BOD or TSS are less than or equal to normal concentrations found within domestic wastes then TSS and BOD shall be considered to be zero.

B. For each industrial customer the monthly bill shall be computed as follows:

I = (TSS)J + (BOD)KL + (Q)M

where: I = Monthly for service fee

TSS = Total monthly suspended solids (in pounds) as measured by monitoring equipment

J = Use charge per pound of suspended solids

BOD = Total monthly BOD (in pounds) (5 day or 28 day as appropriate) as measured by monitoring equipment

K = Use charge per pound of BOD

L = Demand charge based on water meter size

Q = Monthly flow of discharge

M = Use charge for hundreds of cubic feet of flow

C. If it is deemed necessary, the city administrator may establish additional characteristics for individual industries where he feels that the three basic characteristics abovementioned do not sufficiently describe the costs of treating that industry's wastes.

(Ord. 2182 § 3, 1996; Ord. 2067 § 5, 1990; Ord. 2026 § 33(E) (part), 1987)

13.04.560 Use fee—Lebanon fire district.

The method of assessing wastewater user fees for the Lebanon fire district shall be based on the Intergovernmental Agreement for Annexation And Consolidation Of Fire Protection And Life Services.

(Ord. 2026 § 33(E) (part), 1987)

13.04.570 Users not serviced by city water system.

A. For domestic users not currently served by the city water system, the average winter water consumption, as defined in Section 13.04.520, shall be determined either by the city's reading of a water meter for the five month period, as defined in Section 13.04.020, which has been installed on the user's water service intake line. Such an installation shall be approved by the city administrator and the costs of the meter and its installation shall be borne entirely by the user. Or, the user may pay a basic fee per account established by the city.

B. Those commercial users not currently served by the city water system shall install a water meter at the user's expense and make the meter available to the city to determine average winter water consumption. The meter and its installation shall be approved by the city administrator.

(Ord. 2067 § 6, 1990: Ord. 2026 § 34, 1987)

13.04.580 Rates—Adoption, review and updating—Applicability.

Rates to be applied to each charge before mentioned shall be adopted by resolution of the city council and shall be reviewed and updated no less than once every two years to reflect the actual costs of operation, maintenance, replacement and financing of the wastewater treatment works. Rates established by resolution of the city council shall apply to users within the boundaries of the city limits.

(Ord. 2186 § 1, 1996: Ord. 2086 § 1, 1990: Ord. 2026 § 35, 1987)

13.04.590 Service charge and user fee disposition and use.

Wastewater service charges and user fees and receipts therefrom, as and when collected, shall be paid over to the city treasurer for deposit into a department within the enterprise fund known as the "wastewater department." The moneys in said department shall be used for the establishment, operation, maintenance, improvements, repair and extension of the city wastewater disposal plant or plants and for all equipment, appurtenances, and other items or expenses relevant and necessary for the useful and convenient construction, operation and maintenance of said plants and wastewater system. The administrative costs for collecting the charges and administering this chapter shall be payable from said special department.

(Ord. 2026 § 36, 1987)

Chapter 13.04 WATER AND WASTEWATER SYSTEMS

Article I. Common Provisions

13.04.010 Applicability of provisions.

Article II of this chapter relates to the city water system. Article III of this chapter relates to the city wastewater system. Article I applies to both systems.

(Ord. 2026 § 2, 1987)

13.04.020 Definitions.

1. "Account" means files or records kept by the city finance department representing one water and/or wastewater use billing.
2. "Applicant" means the person, corporation, association or agent applying for service.
3. "Average winter water consumption" means the average of water consumption during November, December, January, February and March. The average shall be calculated on the greater of actual use or one unit per month.
4. "Billing cycle" means one month of water and/or wastewater use established for accounting purposes as defined in Sections 13.04.380 through 13.04.430 and 13.04.500 through 13.04.560 of this chapter.
5. "City" means the city of Lebanon, a municipal corporation in the state of Oregon.
6. "City administrator" means the city of Lebanon city administrator or his designated agent.
7. "Cross-connection" means any connection or structured arrangement between a public or customer's potable meter system and any nonpotable source or system through which backflow may occur.
8. "Customer" means an applicant whose application for service is accepted and to whom service is provided.
9. "Delinquent account" means any bill for services that is not paid by the billing due date.
10. "Mains" mean water or wastewater distribution pipelines located in streets, highways, rights-of-way or easements which are used to serve the general public.
11. "Multifamily dwelling unit" means a building or portion thereof designed for occupancy for two or more families living independently of each other with the number of families in residence not exceeding the number of units provided.
12. "New user" means new location for which no prior record of water usage is available during November, December, January, February and March as defined in Sections 13.04.520 and 13.04.530.
13. "Normal working hours" mean the hours from eight a.m. to four p.m., Monday through Friday, excluding holidays.
14. "Premises" mean the integral property or area, including improvements thereon to which service is or will be provided.

15. "Property owner" means that person(s), corporation, company or organization which is defined on the property tax rolls as owning the property.
16. "Schools" mean institutions of learning into which ten pupils or more are enrolled, either public or private, accredited to teach grades one through twelve, or a college accredited to teach beyond the twelfth grade.
17. "Service connection" means the pipes, valves and other facilities by means of which the system conducts water from its distribution mains to and through the meter, but does not include the piping from the meter to the property served. Also, the pipes, cleanouts and other facilities by means of which the property owner collects wastewater from the premises to the main.
18. “Shared service connection” means two or more residential dwelling units, including accessory dwelling units, duplexes, or other multifamily residential developments served through a shared City water or wastewater service connection.
19. "The system" means the combined water system and wastewater system.
20. "User" means a person, corporation, firm, association or partnership which uses and receives the benefit of the city of Lebanon municipal wastewater system or water system.
21. "User fees" mean fees charged to customers for water used and for wastewater deposits into wastewater system.
22. "Wastewater system" means the Lebanon municipal wastewater system, including, pipes, manholes, cleanouts, treatment facilities and other facilities by means of which the city conducts wastewater from its customers and delivers it via the wastewater treatment plant to the South Santiam River.
23. "Water system" means the Lebanon municipal water system, including, pipes, valves, treatment facilities, reservoirs and other facilities by means of which the city conducts water from the South Santiam River to its customers.
24. "Wildcat sewer mains" mean wastewater collection mains which are maintained by the property owners whose service connections are attached to the main. For further description see Section 13.04.290.

(Ord. 2067 §§ 1, 2, 1990; Ord. 2068 § 3, 1990; Ord. 2026 § 3, 1987)

(Ord. No. 2848, 10-9-2013)

13.04.030 Service—Application—Form.

Each applicant for service shall be required to complete and sign a form provided by the finance department of the city.

(Ord. 2026 § 4 (part), 1987)

13.04.040 Service—Application—Accompaniment by fee/deposit and required supplemental information.

Applications shall be accompanied by any required fees, deposits and required supplemental information.

(Ord. 2026 § 4 (part), 1987)

(Ord. No. 2848, 10-9-2013)

13.04.050 Deposit—Waiver or refund.

Deposits will be available for refund, or may be waived altogether, based upon a showing of good credit. The determination of whether a customer or potential customer has established "good credit" shall be made at the sole discretion of the city administrator. The decision of the administrator shall be final and shall not be subject to appeal.

(Ord. 2026 § 5, 1987)

13.04.060 Service—Application—Denial—Circumstances.

The city administrator shall deny any application under the following circumstances:

A. The applicant has failed to satisfy any past due balance owed on a water or wastewater bill;

B. The system will be unable to supply the demand created by the proposed use without the acquisition of new sources of water or capital improvement to the existing system;

C. The applicant has been convicted on two or more occasions within the preceding forty-eight months for violation of this chapter, or water and or wastewater rules, or restrictions, or for trespass upon the system treatment plants or reservoir properties or for endangering the water supply of the Lebanon municipal water system;

D. The plumbing on the premises to be served does not meet the standards imposed by city, state or federal law.

(Ord. 2026 § 6 (part), 1987)

13.04.070 Service—Application—Denial—Notice.

Notice of denial shall be in writing and shall state the reasons for denial and the applicant's right of appeal as defined in Section 13.04.340. Notice shall be mailed to the applicant's address as shown on the application.

(Ord. 2026 § 6 (part), 1987)

13.04.080 Charges—Authority to set.

All rates, fees and charges applicable to this chapter shall be set by the city council by resolution.

(Ord. 2026 § 15 (part), 1987)

13.04.085 In-lieu-of franchise fee.

Effective July 1, 2024, as compensation for the use of city-owned rights-of-way, the water and wastewater funds shall each pay the general fund an in-lieu-of franchise fee in the amount of up to seven percent of city of Lebanon water and wastewater user receipts.

(Ord. 2320 § 1, 2002)

(Ord. No. 3023, § 1, 8-14-2024)

13.04.090 Charges—Payment due when.

All rates, fees and charges imposed, or damages incurred, pursuant to this chapter are due and payable upon the billing for service. Any unpaid rates, fees, charges or damages accrued will constitute a lien upon the real property for which the service was provided. Any lien under this chapter which remains unpaid for sixty days after it has been recorded in the city's lien docket may be foreclosed in any manner provided by ORS 223.505 to ORS 223.650 or as otherwise provided by law.

(Ord. 2026 § 15 (part), 1987)

(Ord. No. 2848, 10-9-2013)

13.04.091 Charge for returned checks or electronic payments.

At the discretion of the city administrator, a fee may be imposed when a check or electronic payment is returned by the bank for insufficient funds.

(Ord. 2108 § 1, 1992)

(Ord. No. 2848, 10-9-2013)

13.04.100 Payment of charges—Billing cycle.

The billing cycle for all user fees and service charges shall be on a monthly basis for all classes of users.

(Ord. 2026 § 22 (part), 1987)

13.04.110 Payment of charges—Proration.

The charges are to be prorated on a monthly basis with each fraction of a month to be considered as a whole.

(Ord. 2026 § 22 (part), 1987)

13.04.120 Payment of charges—New domestic user.

Any new domestic user shall be billed at the basic fee established for domestic users as outlined in Sections 13.04.380 through 13.04.430 and 13.04.500 through 13.04.560.

(Ord. 2026 § 22 (part), 1987)

13.04.130 Payment of charges—New commercial user.

Any new commercial user of the wastewater system shall be temporarily billed at the basic fee established for domestic users until the city administrator has established the user's consumption rate by observing the user's water meter for up to ninety days. The new fee shall be retroactive to the beginning of the account of the new user.

(Ord. 2026 § 22 (part), 1987)

13.04.140 Bills—Mailing—Responsibility for payment.

Bills for water and wastewater service shall be mailed to the customer's address unless the customer directs otherwise in writing. The property owner is ultimately responsible, however, for all bills, charges, fees, deposits or damage to the city property in connection with water or wastewater service furnished to the property.

(Ord. 2026 § 16, 1987)

13.04.141 Bills-Properties with shared service connections.

Consistent with sections 13.040.020 and 13.04.220, the property owner is responsible for all bills, charges, fees, deposits, or damage to City property in connection with water or wastewater service furnished to the property, regardless of occupancy, tenancy, or any private agreement between the property owner and tenants. Nothing in this section shall prohibit a property owner from allocating or recovering utility charges from tenants in accordance with applicable state law.

13.04.150 Adjustment of charges.

Adjustments (other than that covered by the appeal process, Section 13.04.340) may be made to the domestic and commercial users' charges at the request of a user for any of the following reasons:

A. For wastewater fees only, substantial permanent change in occupancy of dwelling unit for more than six months;

B. For wastewater fees only, change in use of a commercial establishment;

C. Excess use due to a leak, but only after the leak has been repaired and if the user has shown prompt action in correcting the problem.

A request for any of the reasons set out above in subsections A through C shall be made in writing to the city administrator with a full explanation of the reasons for and circumstances surrounding the request for a change. If, in the opinion of the city administrator, a change is warranted, then the user may either agree to a new charge at the rate established by the city for users not served by the city water system as outlined in Sections 13.04.240 and 13.04.580, or he may request the city administrator to monitor his water consumption at an existing meter or at a meter installed by the user at the user's expense for a period not to exceed ninety days. The quantity reading subsequently obtained shall then be used in the standard formula for assessing user fees for that user as identified in Sections 13.04.380 through 13.04.430 and 13.04.500 through 13.04.560.

D. Physical disconnection of the wastewater service, the method of which has been inspected and approved by the city administrator, shall result in a discontinuation of user fees.

E. Changes to or discontinuation of user fees by this section will not take place until the next monthly billing after the request is made.

(Ord. 2068 § 1, 1990; Ord. 2026 § 11, 1987)

13.04.160 Special service fees—Required when.

A special service fee shall be deposited with the city when:

A. The city is requested to perform an accuracy check on a meter;

B. The city is requested to perform a system pressure check.

(Ord. 2026 § 9(A), 1987)

13.04.170 Special service fees—Retention or refunding determination.

A. When a meter is found to register more than two percent fast, the city shall refund the deposit and refund to the property owner the overcharge based on the corrected meter readings for a period not to exceed three months.

B. When a meter is found to be within two percent of being accurate, the city shall retain the deposit.

C. When a meter is found to register more than two percent slow, the city shall retain the deposit and render a bill for water consumed but not covered by bills previously rendered based on the corrected meter readings for a period not to exceed three months.

D. When the results of the pressure test show an abnormally large pressure drop and that pressure drop is occurring in the city's maintained system then the deposit will be refunded.

E. When the results of the pressure test show an abnormally large pressure drop and that pressure drop is occurring in the customer's maintained system or if the pressure drop is not abnormal then the deposit will be retained by the city.

(Ord. 2026 § 9(B), 1987)

13.04.180 Water service turn-on charge—Due when.

A. A service charge shall be paid to the city whenever water service is turned off after having been turned off due to nonpayment or by request of the customer. For purposes of this section, turn-off for nonpayment shall mean the processing of the work order which instructs system personnel to shut off service.

B. However, no turn-on charge shall be imposed during normal working hours if service is turned off at customer request, and if a customer shut-off valve is installed adjacent to the meter and at the expense of the customer. If water service is turned off for the convenience of the city, no turn-on charge will be assessed at any time. If water is turned off due to an emergency of the customer, such as a broken pipe, no turn-on charge will be imposed for water turn-on during normal working hours or at other times regularly scheduled for such purpose. However, the normal after-hours service charge shall be made for the turn-on of water service after hours, on weekends, or at such other times not regularly scheduled by the city.

(Ord. 2065 § 1, 1989: Ord. 2026 § 10, 1987)

(Ord. No. 2848, 10-9-2013)

13.04.200 System standards.

All parts of the system and all service pipes, appurtenances, fixtures and devices attached to the system by any means shall be of a size, quality and construction acceptable to the director of public works. Fixtures and devices shall conform to the Uniform Plumbing Code as adopted by the state and the city on the date of connection and such other standards as the director of public works may impose. When imposing standards the director of public works shall be guided by the operation restrictions imposed by the system design, good engineering practice, consideration of standardization, and industrial practice.

(Ord. 2026 § 17, 1987)

13.04.210 Service standards.

The system may furnish and install a service of such size and at such location as the application requests, provided such requests are reasonable. The city shall install and maintain at customer's expense water service from its water distribution main or to the curbline or property line of the premises which may abut on the street, on other thoroughfares, or on the system right-of-way or easement. Property owners shall install and maintain at property owners' expense, laterals for collection of wastewater from the premises to the mains. Service connections shall not be made to those properties which do not lie adjacent to mains or for mains which do not extend the full width of the property until such time as the water main is extended. The director of public works may waive this requirement in cases where the main extension would serve no useful purpose.

(Ord. 2026 § 18 (part), 1987)

13.04.220 Service connections.

A separate service connection will be required for each dwelling, place of business, and institution served which lies on separate parcels of land. Separate dwellings, places of business or institutions on the same parcel and under single control or management may be served, at the option of the property owner, through separate service connections to each unit or through a single service connection.

When a property has a shared service connection, the associated utility account shall be established and maintained in the name of the property owner. Residential dwelling units served by separate, independently metered water connections and separate wastewater service connections may maintain individual utility accounts in the name of the tenant or occupant, subject to other applicable provisions of this code.

(Ord. 2026 § 18 (part), 1987)

13.04.230 Furnishing of water to others by system users—Restriction.

No system user shall furnish water to any family, business or institution other than those occupied and operated by himself.

(Ord. 2026 § 18 (part), 1987)

13.04.240 Service outside city limits.

A. Under no circumstances shall service be extended to persons or properties located outside of the city limits of the city without the expressed permission of the city council by resolution. The council may grant service outside the city only under the following circumstances:

   1. As a temporary measure to alleviate a health hazard;

   2. Under emergency circumstances to alleviate human suffering, but only for the duration of the emergency;

   3. In return for right-of-way, service is to grantor only;

   4. To an industrial or commercial customer when the grant of service can be shown to be of significant benefit to the economy of the city and the grantee consents to annexation of the property upon request of the city.

B. This provision shall not be deemed to affect existing services to property located outside the city limits as of November 15, 1985, except that extensions or enlargements of their services shall not be allowed unless

either the circumstances set out in subsections A1, A2, A3 or A4 of this section exist. The city council shall be the final judge of the applicability or existence of the circumstances set out in subsections A1, A2, A3 or A4 of this section.

(Ord. 2026 § 21, 1987)

13.04.250 Changes in service.

Meters or services moved for the convenience of the customer will be relocated only at the customer's expense. Change in the size of service shall be accomplished on the basis of a new connection. Where the service connection to any premises has been abandoned or not used for a period of one year or longer, the system may remove such service connection. New service shall be placed only upon owner's making an application and paying for a new connection in the regular manner.

(Ord. 2026 § 19, 1987)

13.04.260 Termination of service—City's rights.

The city shall have the right to discontinue, remove or close wastewater or water connections and enter upon the property for accomplishing such purpose.

(Ord. 2026 § 7 (part), 1987)

13.04.270 Termination of service—Reasons.

Service to any customer may be terminated upon any of the following events:

A. System capacity is no longer sufficient to provide adequate service;

B. The purity of water in the system cannot be guaranteed;

C. In case of emergency or damage by casualty to the system;

D. The customer has been convicted on two or more occasions within the preceding forty-eight months for violation of this chapter or rules, or for violation of water or wastewater restrictions, or for trespass upon the treatment plant or reservoir properties or for endangering the water system water supply, or for tampering with a service cock or meter;

E. The customer has a current or prior account for service that has become fifteen days or more delinquent;

F. Customer has failed or refused to allow system personnel to inspect plumbing, water lines, wastewater lines and appurtenances located on this premises;

G. Customer has served water to a dwelling, business or institution which lies upon separate property;

H. Customer has not removed an existing cross-connection;

I. The customer has requested termination of service;

J. Failure to have the flow or sampling devices in proper operating condition for more than one week;

K. Failure to comply with the provisions of this chapter.

(Ord. 2026 § 7 (part), 1987)

(Ord. No. 2848, 10-9-2013)

13.04.280 Ownership.

All pumps, mains, laterals, valves and other devices and appurtenances of the water system up to and including the meter shall be considered city property. In the event that a meter is not installed, as in the case of private fire services, then a valve at or near the property line shall constitute the end of the city's property. All pumps, mains, laterals, and other devices and appurtenances of the wastewater system up to and including the main shall be considered city property.

(Ord. 2026 § 20 (part), 1987)

13.04.290 Maintenance and repair.

A. The city shall be responsible for maintenance and repair of all city property. The customer will be responsible for maintenance and repair of all water system property beyond the city's responsibility. The property owner shall be responsible for all repairs and maintenance of the property owner's wastewater system property, beyond the city's responsibility, including service connections to the wastewater mains.

B. 1. The city shall be responsible for the maintenance of all wastewater mains if they meet the following criteria:

a. The main has previously been approved and accepted for maintenance by the city;

b. The main is six inches or larger in diameter;

c. The main is connected to a city-maintained manhole at its downstream end;

d. The main lies completely within city right-of-way or easement.

2. All wastewater mains which do not meet this criteria shall be considered wildcat sewer mains.

(Ord. 2026 § 20 (part), 1987)

13.04.300 Liability for damage to city equipment or property.

The customer shall be liable for any damage to a meter or other equipment or property owned by the city which is caused by an act of the customer, his tenants or agents. The system shall be reimbursed by the customer for any such damage promptly on presentation of a bill.

(Ord. 2026 § 8 (part), 1987)

13.04.310 Liability for damage resulting from service interruption or shortage or insufficient supply of pressure.

The city shall not be liable for damage resulting from interruption of service, shortage or insufficient supply or pressure, or for any loss or damage occasioned thereby, if caused by accident, act of God, fire, strikes, riots, war or any cause not within its control.

(Ord. 2026 § 8 (part), 1987)

13.04.315 Utility rate review committee.

The Lebanon City Council shall review utility rates and provide a public forum for such review. The city council shall meet annually to review the financial and physical condition of the water and wastewater systems and, if necessary, update rates accordingly.

(Ord. 2108 § 2, 1992)

(Ord. No. 3023, § 2, 8-14-2024)

13.04.320 Tampering with city property prohibited.

A. No person shall trespass upon, mark, destroy or tamper with any property or equipment of the system unless authorized by an employee of the city.

B. No person except an authorized employee of the administration, community and economic development, department of public works, a member of the police department or county sheriff acting in the line of duty, a member of the fire department acting in the line of duty, a contractor employed by the city to work in the system, or a licensed plumber with permission of the city, shall open or close a service cock, fire hydrant, or other system valve, or operate, remove or open a meter anywhere within the system, or remove a wastewater system manhole or cleanout cover.

(Ord. 2026 § 13, 1987)

13.04.330 Right-of-entry.

All personnel listed in Section 13.04.320 and persons assigned to read meters shall be authorized to enter upon customer premises without prior notice for the purpose of reading meters, inspecting customer equipment or investigating possible violations of this chapter. Employees and meter readers shall attempt to locate the person in charge of premises before entering any building or enclosure. Presence of unrestrained domestic animals, dogs or vicious animals upon the part of the premises to be inspected shall be deemed refusal of entry and may result in termination of service under Sections 13.04.260 and 13.04.270.

(Ord. 2026 § 14, 1987)

13.04.340 Appeals.

Any person who is aggrieved by denial of an application for service, by termination of water service, or who disputes the amount of billing may appeal as follows:

A. Informal Appeal — Step 1. Within ten calendar days of receipt of a disputed billing or ten days of notice of an adverse action on an application or ten days of termination or notice of impending termination of service, a person aggrieved thereby may appeal informally by presenting himself to the city finance director at city hall and presenting such matters as the customer or applicant believes entitle him to relief, and the relief requested.

B. Formal Appeal — Step 2. Within five calendar days of completion of step 1, an aggrieved person not satisfied with the decision of the finance director may appeal to the city administrator in writing. The city administrator shall consider the matters presented and shall issue a decision in writing.

C. Formal Appeal — Step 3. Within five calendar days of the completion of step 2 an aggrieved person not satisfied with the decision of the administrator may appeal to the city council by requesting in writing

to the city administrator that the matter be placed on the next available city council agenda. The decision of city council will be final.

(Ord. 2026 § 12, 1987)

13.04.350 Severability.

Each sentence, paragraph and section of this chapter shall be deemed severable. A declaration by a competent court that any provision of this chapter is invalid shall have no effect upon the portions remaining.

(Ord. 2026 § 25, 1987)

13.04.360 Administration.

Administration of the water and wastewater systems shall be under the direction of the city administrator or his designated agent unless otherwise specified within this code.

(Ord. 2026 § 1, 1987)

13.04.370 Violation—Penalty.

No person shall violate any of the provisions of this chapter. Any person who violates this chapter shall be fined a sum not to exceed amount set by the fee schedule the first violation within a twenty-four-month period, set by the fee schedule upon the second violation, and set by the fee schedule upon the third violation and each violation subsequent to the third. If the violation is of a continuing nature, each day upon which the violation continues shall be deemed a separate offense. In addition to the above fine, any person violating any provisions of this chapter shall become liable to the city for any expense, loss or damage occasioned by the city by reason of such violation.

Each violation by an owner or tenant will be cumulative by the property owner independent of the number of properties served.

(Ord. 2026 § 24, 1987)

(Ord. No. 2848, 10-9-2013)

Article II. Water System

13.04.380 User fee—Generally.

A user fee shall be levied against each meter or unmetered account on a monthly basis. User fees shall be charged according to account classes as defined in Sections 13.04.390 through 13.04.430.

(Ord. 2026 § 27 (part), 1987)

13.04.390 User fee—Domestic user.

A. "Domestic user" means all single-family and individual apartments or flats where service is furnished through a separate meter for each individual apartment.

B. Fees for this class will consist of a basic charge for each size of meter installed and assessed independently of water use, and a commodity charge.

C. An additional rate step may be established for water use at the discretion of the city council.

(Ord. 2183 § 1, 1996: Ord. 2068 § 2, 1990; Ord. 2026 § 27(A), 1987)

13.04.400 User fee—Commercial and industrial user.

A. "Commercial and industrial user" means all industries, stores, offices, hospitals, schools, churches, mercantile establishments and apartments except those in which service to each apartment is metered separately.

B. Fees for this class will consist of a different minimum charge for each size of meter installed and a commodity charge. For the purposes of computing the commodity rate, all three-fourths inch and smaller size meters will be considered to be three-fourths meters.

(Ord. 2183 § 2, 1996: Ord. 2093 § 1, 1991: Ord. 2068 § 4, 1990: Ord. 2026 § 27(B), 1987)

13.04.410 User fee—Standby water use.

A. "Standby water use" means all residential, commercial or industrial users with a service which is used only as an emergency backup source of water in the event that their normal water source is incapacitated due to power outage, undesirable water quality, or inadequate volume from their normal water source.

B. Fees for this class will consist of a monthly rate for each size of meter installed for any meter read period that the water use does not exceed one unit. In the event that the water use exceeds one unit, the user fee shall revert to the standard residential, commercial or industrial rate as appropriate for that billing period only.

(Ord. 2026 § 27(C), 1987)

13.04.420 User fee—Private fire protection service.

A. A user fee shall be levied against each private fire protection service account on a monthly basis. The charge for this service will be based upon the size of service connection and the rates shall distinguish between privately owned and maintained hydrants and the city owned and maintained hydrants installed on private property at the request of the property owner.

B. For the purpose of this chapter, private fire protection service will not only include fire hydrants as stated, but also standpipes and connections for automatic sprinkler systems.

C. Private fire protection services are to be used only to extinguish fires and for flushing necessary to maintain fire protection equipment. When used in this manner a commodity charge will not be applied to water used. In case of surreptitious or improper use of water, the consumption may be estimated or meter installed and the water used shall be billed at commercial and industrial users' rates.

(Ord. 2026 § 27(D), 1987)

13.04.430 User fee—Lebanon fire department.

A user fee shall be levied against the Lebanon fire district. This charge shall be based upon the Intergovernmental Agreement for Annexation and Consolidation Of Fire Protection And Life Services, dated May 26, 1986.

(Ord. 2026 § 27(E), 1987)

13.04.440 Service charge and user fee disposition and use.

Water service charges and user fees and receipts therefrom, as and when collected, shall be paid over to the city treasurer for deposit into a department within the enterprise fund known as the "water department." The moneys in said department shall be used for the establishment, operation, maintenance, improvements, repair and extension of the city water treatment plant or plants and distribution system; and for all equipment, appurtenances, and other items or expenses relevant and necessary for the useful and convenient construction, operation and maintenance of said plants and water system. The administrative costs for collecting the charges and administering this chapter shall be payable from said special department.

(Ord. 2026 § 31, 1987)

13.04.450 Service connection—Fee.

A. New service connections to existing water mains shall be installed by the system in accordance with the fee adopted by resolution of the city council for those services from ¾-inch to two-inch size. Services longer than two-inch shall be installed at actual cost plus fifteen percent overhead.

B. An advance payment of the estimated cost of the work shall be made before installation of a service connection. When the estimated cost is not sufficient to cover the total charge, the deficit shall be charged to the applicant. Any excess payment shall be refunded to the applicant.

(Ord. 2026 § 28, 1987)

13.04.460 Water utility extension.

A. Water mains may be extended either by the efforts of a private individual or corporation through the local improvement district process, or by the direction of the city council. All system extensions shall be designed and the designs stamped by an engineer registered as a civil engineer in the state. The designs shall be approved by the director of public works. All system extensions shall be located and sized as directed by the director of public works and designed and constructed according to the standards set forth by the director of public works.

B. An application for construction of system improvements shall be filled out and the application fees paid when that extension is made through the efforts of a private individual or corporation.

(Ord. 2026 § 29 (part), 1987)

13.04.470 Temporary service.

A. Temporary water service as herein considered refers to water for fairs, circuses, bazaars, temporary restaurants and other establishments not of a permanent nature and water for construction purposes. Temporary water service also refers to any water service connection which is likely to be removed or

relocated in the future. This rule shall apply to temporary and permanent installations alike if the water use is temporary.

B. Where it is practical to furnish water through an existing service, the charge will be standard service charge established by the city fee schedule, plus a payment for water used at the same fee schedule charged to commercial and industrial accounts.

C. Where a new service or substantial revision of an existing service is needed to provide the temporary service, the charge shall be that adopted for a new service, plus a standard user fee, and payment for water used at the same fee schedule charged to commercial and industrial accounts.

D. Where it is impractical to furnish water through a service connection, water may be withdrawn from a fire hydrant through a fire hydrant meter which is furnished by the city upon payment of a deposit and a standard turn-on fee, as defined in Section 13.04.180. Installation and removal of the fire hydrant meter shall be made by city personnel only. If the city is requested to move the fire hydrant meter then a standard turn-on fee shall be charged for each move.

E. Return of the deposit is subject to the payment for water used at the same fee schedule charged to commercial and industrial accounts, and return of the meter in satisfactory condition. A deduction from the deposit shall be made to cover the cost of necessary repairs or replacements to the meter.

(Ord. 2026 § 30, 1987)

(Ord. No. 2848, 10-9-2013)

13.04.480 Water emergency.

A. The city administrator of the city shall, upon receiving reliable information that the system function, capacity or water purity is about to be impaired or has been impaired, declare an emergency. Upon declaration of such an emergency, the city administrator shall impose such restriction upon the use of water as he deems necessary to protect the health, safety and welfare of the citizens of the affected area. The city administrator shall use reasonable means to notify the public of the restrictions imposed. The city council may, at any meeting subsequent to the emergency, by resolution, confirm, alter, amend or terminate the restriction imposed by the city administrator.

B. No person shall violate the terms of any restriction or condition placed upon the use of a meter by the city administrator or the city council pursuant to the provision. It shall be no defense to a charge of violation that the person cited had no knowledge of the terms of the restriction.

(Ord. 2026 § 26, 1987)

Article III. Wastewater System

13.04.490 Method of charging for service imposed.

The following just and equitable method of charging for wastewater service and subsequent wastewater service is imposed on all premises and users served by the city of Lebanon municipal wastewater system.

(Ord. 2026 § 32, 1987)

13.04.500 Method of assessing wastewater use charges established.

The following just and equitable method of assessing wastewater use charges is established, determined and declared to be as set forth in Sections 13.04.510 through 13.04.560.

(Ord. 2026 § 33 (part), 1987)

13.04.510 User classes—Established.

In establishing a just and equitable method of wastewater use it is necessary to establish user classes into which users of similar wastewater loadings are grouped. User classes are established as follows:

A. Domestic Users. All single-family and multiple family dwellings;

B. Commercial Users. All general or retail businesses not deemed an industrial user;

C. Schools. Both public and private schools;

D. Industrial Users. Any business, occupation, or enterprise having wastewater discharge which by reason of the manufacture or industrial process involved or through services rendered is or could be of a kind or type dissimilar to that of a single-family residence because of the discharge of chemicals or putrescent material as the by-product of such process. The city shall determine when a user is an industrial user;

E. Lebanon Fire District. All facilities owned and/or operated by the Lebanon fire district.

(Ord. 2026 § 33(A), 1987)

13.04.520 User fee—Domestic user.

The method of assessing wastewater user fees for domestic users shall be based on average winter water consumption. For each domestic user the monthly wastewater charge shall be computed as follows:

A base fee plus a volumetric charge based on average winter water consumption up to a maximum of fifteen units. Domestic consumption in excess of fifteen units shall be charged the same as fifteen units.

(Ord. 2182 § 1, 1996: Ord. 2067 § 3, 1990: Ord. 2026 § 33(B), 1987)

13.04.530 User fee—Commercial user.

The method of assessing wastewater user fees for commercial users shall be based on average winter water consumption. For each commercial user the monthly wastewater charge shall be computed as follows:

A base fee plus a volumetric charge based on average winter water consumption.

(Ord. 2182 § 2, 1996: Ord. 2067 § 4, 1990: Ord. 2026 § 33(C), 1987)

13.04.540 User fee—Schools.

The method of assessing wastewater user fees for both public and private schools shall be based upon the number of students enrolled in that school on the first day of October. For each school, the monthly wastewater rate shall be computed as follows:

A = FG

where: A = Monthly wastewater user fee for each school.

F = Total student enrollment as counted on October 1st.

G = Established wastewater charge per student per month.

The monthly wastewater user fee shall be equal at each school for all months of the twelve-month period, July 1st through June 30th.

(Ord. 2026 § 33(D), 1987)

13.04.550 User fee—Industrial user.

A. The method of assessing wastewater user fees for each industrial user shall be based upon a monthly demand charge related to the fixed costs of the city of providing the capacity to treat the wastes, a monthly billing charge, and a variable charge based on the characteristics of the wastes being discharged. The standard characteristics upon which the industrial rates shall be based are:

1. Either the quantity of discharge per month (in hundreds of cubic feet) or the average winter water consumption, at the discretion of the city administrator;

2. Pounds of BOD per day (where BOD denotes the biochemical oxygen demand) and means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in either five days or twenty-eight days at twenty degrees Celsius, expressed in milligrams per liter (at the discretion of the city administrator);

3. Pounds of total suspended solids (TSS) per day where TSS means solids that either float on the surface of, or are in suspension in wastewater and which are removable by laboratory filtering;

4. Where concentrations of BOD or TSS are less than or equal to normal concentrations found within domestic wastes then TSS and BOD shall be considered to be zero.

B. For each industrial customer the monthly bill shall be computed as follows:

I = (TSS)J + (BOD)KL + (Q)M

where: I = Monthly for service fee

TSS = Total monthly suspended solids (in pounds) as measured by monitoring equipment

J = Use charge per pound of suspended solids

BOD = Total monthly BOD (in pounds) (5 day or 28 day as appropriate) as measured by monitoring equipment

K = Use charge per pound of BOD

L = Demand charge based on water meter size

Q = Monthly flow of discharge

M = Use charge for hundreds of cubic feet of flow

C. If it is deemed necessary, the city administrator may establish additional characteristics for individual industries where he feels that the three basic characteristics abovementioned do not sufficiently describe the costs of treating that industry's wastes.

(Ord. 2182 § 3, 1996; Ord. 2067 § 5, 1990; Ord. 2026 § 33(E) (part), 1987)

13.04.560 Use fee—Lebanon fire district.

The method of assessing wastewater user fees for the Lebanon fire district shall be based on the Intergovernmental Agreement for Annexation And Consolidation Of Fire Protection And Life Services.

(Ord. 2026 § 33(E) (part), 1987)

13.04.570 Users not serviced by city water system.

A. For domestic users not currently served by the city water system, the average winter water consumption, as defined in Section 13.04.520, shall be determined either by the city's reading of a water meter for the five month period, as defined in Section 13.04.020, which has been installed on the user's water service intake line. Such an installation shall be approved by the city administrator and the costs of the meter and its installation shall be borne entirely by the user. Or, the user may pay a basic fee per account established by the city.

B. Those commercial users not currently served by the city water system shall install a water meter at the user's expense and make the meter available to the city to determine average winter water consumption. The meter and its installation shall be approved by the city administrator.

(Ord. 2067 § 6, 1990: Ord. 2026 § 34, 1987)

13.04.580 Rates—Adoption, review and updating—Applicability.

Rates to be applied to each charge before mentioned shall be adopted by resolution of the city council and shall be reviewed and updated no less than once every two years to reflect the actual costs of operation, maintenance, replacement and financing of the wastewater treatment works. Rates established by resolution of the city council shall apply to users within the boundaries of the city limits.

(Ord. 2186 § 1, 1996: Ord. 2086 § 1, 1990: Ord. 2026 § 35, 1987)

13.04.590 Service charge and user fee disposition and use.

Wastewater service charges and user fees and receipts therefrom, as and when collected, shall be paid over to the city treasurer for deposit into a department within the enterprise fund known as the "wastewater department." The moneys in said department shall be used for the establishment, operation, maintenance, improvements, repair and extension of the city wastewater disposal plant or plants and for all equipment, appurtenances, and other items or expenses relevant and necessary for the useful and convenient construction, operation and maintenance of said plants and wastewater system. The administrative costs for collecting the charges and administering this chapter shall be payable from said special department.

(Ord. 2026 § 36, 1987)

925 S. Main Street
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MEMORANDUM

City Manager's Office

Date: October 27, 2026

To: Mayor Jackola and City Council

From: Ron Whitlatch, City Manager

Subject: Amendment No. 1 to Professional Services Contract – Northwest Code Professionals, LLC

BACKGROUND

On June 12, 2024, the City Council approved a professional services agreement with Northwest Code Professionals, LLC (NWCP), for Building Official services, plan review, inspections, and related building program services. The agreement became effective July 1, 2024, and extends through June 30, 2029.

The original contract established a compensation structure consisting of percentage-based plan review fees, hourly charges for inspections and other services, and mileage reimbursement. Under this structure, the City's expenditures vary based on the volume and type of services performed.

During a review of the Building Division's financial performance, staff evaluated building permit revenues, contracted service costs, and the City's building program reserves. Oregon Administrative Rule (OAR) 918-020-0090 establishes financial and administrative responsibilities for municipal building inspection programs, including providing adequate resources to administer and enforce the program and accounting for program revenues and expenditures.

The City's building program reserve planning incorporates a benchmark of approximately 24 months of operating expenditures to maintain financial stability during periods of reduced construction activity. Building permit revenues fluctuate with economic conditions and development activity, so adequate reserves are essential to sustain services during periods of lower revenue. The City will continue monitoring building program revenues, expenditures, and reserve balances to ensure it maintains adequate resources to support ongoing program operations.

While the City cannot control fluctuations in building permit revenues, it can make its operating expenditures more predictable. The current compensation structure creates variable costs that are difficult to forecast, so a fixed compensation model could improve budget planning and support the building program's long-term financial sustainability.

Based on this review, the City and NWCP agreed to reopen negotiations on the existing contract's compensation provisions. The objective was to establish a more predictable and sustainable cost structure while maintaining the existing scope and level of services.

Following several discussions and consideration of alternative compensation proposals, the City and NWCP reached a mutually acceptable agreement on October 26, 2026.

PROPOSED CONTRACT AMENDMENT

The proposed Amendment No.1 replaces the existing variable compensation structure with a fixed monthly rate as follows:

Contract Period	Compensation
September 1–October 31, 2026	Existing contract compensation remains in effect.
November 1, 2026–June 30, 2027	$17,000 per month
July 1, 2027–June 30, 2029	$20,000 per month

Beginning November 1, 2026, the fixed monthly rate will include all services provided under the existing agreement, with no additional mileage reimbursement, percentage-based plan review fees, hourly charges, or other supplemental compensation.

The amendment maintains the existing scope and level of services, including Building Official services, plan review, inspections, office hours, and other responsibilities identified in the City's Building Inspection Program Operating Plan.

The amendment does not extend the original contract term or modify the existing termination provisions.

BUILDING PROGRAM ADMINISTRATION AND SERVICE DELIVERY

ORS 455.148(3)(a) authorizes a municipality to contract with a qualified Building Official to administer and enforce all or part of its building inspection program. The statute provides that a Building Official or contract Building Official shall attend to all aspects of code enforcement, including the issuance of building permits. The City remains responsible for maintaining its building inspection program and providing adequate program resources under OAR 918-020-0090(1)(a).

Under the existing agreement, NWCP provides Building Official services, plan review, inspections, and related technical code services. City staff continues to manage program finances, permit administration, coordination with other departments, customer service, and overall program operations. The contracted Building Official's responsibilities remain governed by applicable state law, the City's Building Inspection Program Operating Plan, and the agreement.

The current service model provides access to qualified professionals with the certifications necessary to perform these functions. It also provides continuity of service during vacations, sick leave, and other personnel absences without requiring the City to arrange additional coverage independently.

As part of its evaluation, staff also considered establishing an in-house Building Official position. The proposed contract compensation is approaching a level that warrants continued evaluation of this alternative. However, an employee's total cost extends beyond salary to include benefits, retirement contributions, training, certifications, equipment, administrative support, and coverage during absences.

The qualifications and certifications necessary to perform the full range of Building Official, inspection, and plan review services may also limit the available recruitment pool. Depending on an employee's qualifications, the City may still need supplemental contracted services.

Staff believes the negotiated compensation provides an appropriate balance of cost predictability, professional qualifications, and continuity of service under the City's current operational needs. This approach does not preclude the City from considering an in-house staffing model in the future as building activity, program revenues, service needs, and staffing availability change.

RECOMMENDATION

Staff recommends that the City Council approve Amendment No.1 to the Professional Services Contract with Northwest Code Professionals, LLC, and authorize the City Manager to execute the amendment.

CONTRACT FOR PROFESSIONAL SERVICES

BETWEEN

THE CITY OF LEBANON, OREGON

AND

NORTHWEST CODE PROFESSIONALS

This Contract is made and entered into this June 13, 2024, by and between the CITY of LEBANON, OR a municipal corporation of the State of Oregon, hereinafter called the "CITY" and Northwest Code Professionals, LLC an Oregon limited liability company, hereinafter call "CONTRACTOR".

WITNESSETH:

WHEREAS, CITY wishes to administer its own building inspection program as provided in ORS Chapter 455 and for that purpose is in need of the services of building officials and inspectors duly certified by the State of Oregon; and

WHEREAS, CONTRACTOR is in the business of providing the services of building officials duly certified by the State of Oregon to governmental agencies and other parties.

WHEREAS, CITY wishes to obtain from CONTRACTOR and CONTRACTOR wishes to provide to CITY certain services of building officials and inspectors duly certified by the State of Oregon on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. TERM. This Contract shall commence on the 1st day of July 2024 and shall continue in full force and effect for a five year term until June 30, 2029, unless terminated sooner under the provisions as provided in Section 12.

2. SERVICES. The services to be provided by CONTRACTOR to CITY under the terms of this Contract shall consist of the following:

   A. The examination of building plans submitted to CONTRACTOR by CITY to ensure their compliance with the Structural, Mechanical, Plumbing, and One and Two Family Dwelling Specialty codes of the Oregon State Building Code as adopted by CITY (State Building Code); and the Manufactured Home and Recreational Vehicle Regulations adopted by the State of Oregon (State MHRV Regs). CONTRACTOR shall review all permit applications submitted to it by CITY and complete a plans review report in a timely fashion, ordinarily within ten (10) working days after receipt

of all proper plans and applications. Promptly upon completion of its plans review report, CONTRACTOR shall approve or not approve such plans and notify CITY of such decision so CITY may issue appropriate permits or notify the applicant of any deficiencies identified in the plan review report.

B. Upon request and instruction by CITY and subject to review and final approval by CITY, provide complete building official services at all levels and oversee enforcement of the State Building Code, and the State MHRV Regs, by performing field inspections of building sites within the CITY.

C. Upon request and instruction by CITY and subject to review and final approval by CITY, conduct inspections during construction to ascertain if the construction complies with the applicable State Building Code, State MHRV Regs, and CITY Code & Ordinances as per the approved plans. CONTRACTOR agrees to make a good faith effort to coordinate its inspections with the CITY Fire Department (Fire Marshal) and CITY Public Works Department.

D. Make a good faith effort to provide inspections within one (l) working day following its receipt of an inspection request from CITY; however, CITY acknowledges and agrees CONTRACTOR shall have up to two (2) working days to provide inspections required under the terms of this Contract.

E. Meet with permit applicants/holders and/or CITY staff at CITY Hall to address and attempt to resolve any issues arising under the applicable State Building Codes, State MHRV Regs or CITY Code & Ordinances and related issues and set specific office hours at the CITY Hall on at least two (2) days per week to perform these functions.

F. Maintain a permit application, plans review, and filing system in conjunction with CITY staff to ensure that records of all permits and applications are properly maintained.

G. Upon receipt of written request and instructions from CITY, conduct other inspections for compliance with the codes indicated in Section 2A and with CITY'S applicable land use requirements, housing code or building maintenance code, and other ordinances and regulations and notify CITY of any existing or potential violations.

H. Coordinate with other CITY functions and departments for plans and permit application review, permit and Certificate of Occupancy issuance, field enforcement, and compliance with CITY'S ordinances and regulations for utilities and land use requirements.

I. Assist the CITY in ensuring the Building & Inspection Services Operating Plan complies with all State regulations associated with the delegation of building inspection programs.

3. SERVICE PROVIDERS CONTRACTOR may use employees, agents, or independent contractors to perform the services required by it under the terms of this Contract so long as such employee, agent or independent contractor is properly certified. If any incompatibilities or conflicts arise involving CONTRACTOR's employees, agents or independent contractors, CONTRACTOR and CITY agree to meet and make a good faith attempt to resolve any such incompatibility or conflict.

4. COMPENSATION. As compensation for the services to be provided by CONTRACTOR to CITY under the terms of this Contract, except for activities or services provided by CONTRACTOR to CITY under the terms of Paragraph 2.H above, City shall pay to CONTRACTOR for building, mechanical, plumbing, electrical, manufactured home setup, manufactured home and recreational vehicle park permits for which services were performed or to be performed by CONTRACTOR. Payment to CONTRACTOR shall be based on the fees noted in Paragraph 4 (A), (B), (C), and (D) and shall not include or be based on any additional CITY fees the CITY may collect. For activities or services provided by CONTRACTOR to CITY under the terms of Paragraph 2.H above, CITY shall pay CONTRACTOR in accordance with the rates set forth below.

   A. Mileage will be reimbursed at the current Federal mileage rate for inspection services performed within Lebanon city limits.

   B. Mileage for on call or vacation coverage inspector or meetings requested by CITY in the absence of the daily inspector will be reimbursed by City to CONTRACTOR at a flat fee of $50.00 per workday.

   C. City agrees to pay CONTRACTOR a percentage of the plan check review fees collected based on the schedule below:

      a. Contract year one (7/1/24 – 6/30/25): 75% plan review fees
      b. Contract year two (7/1/25 – 6/30/26): 80% plan review fees
      c. Contract year three and through the remaining term of the contract: 85% plan review fees.

      Plan check fees include all plan reviews and Fire and Life Safety Review fees collected by the City. No additional charge will be assessed for the second plan review. Each subsequent review may be charged a review fee at an hourly rate of $130/hour at the discretion of the Building Official.

   D. City agrees to pay Contractor hourly based on the Contractor's current rate of $130/hour for inspection services; reinspection services after the third failed inspection; ordinance investigation/enforcement and all work where no Specialty Code permit has been issued or is applicable only with CITY pre-authorization; and licensed structural engineer review/consult where required for essential facilities as authorized by the CITY. This hourly rate subject to review annually by CONTRACTOR and City.

5. PAYMENT. Compensation due CONTRACTOR by CITY shall be paid as follows:

A. CONTRACTOR shall submit a billing statement(s) for payment of CONTRATOR'S share of fees collected during the previous month by the 5th day of the immediately following month and CITY shall pay such billing statement(s) on or before the 25th day of the month in which it is received. In addition, CITY agrees to pay CONTRACTOR a late payment charge of 1.5% per month for any billing statement(s) received by CITY on or before the 5th day of the month which is not paid by the 25th day of that month.

B. Payment by CITY of any such billing statement shall release CITY from any further payment obligation to CONTRACTOR for services performed or expenses incurred as of the date of the billing statement.

6. CITY'S OBLIGATIONS In order to facilitate the services to be provided by CONTRACTOR to CITY under the terms of this Contract, CITY to do the following:

A. Receive all permit applications and messages and promptly advise CONTRACTOR of such receipt.

B. Make sufficient meeting and office space available to CONTRACTOR at CITY Hall to allow CONTRACTOR to perform all of its obligations under the terms of this Contract.

C. Issue permits, collect fees, and provide related administrative services.

D. Require all applicants to pay building, mechanical, plumbing, and manufactured home permit fees, plan check fees, and manufactured home park and recreational vehicle park fees prior to the issuance of any permit. CITY shall charge fees in accordance with its: (i) building, mechanical, electrical, plumbing, and manufactured home set up and recreational vehicle park permit fee schedules; (ii) valuation schedules, and (iii) any additional fees assessed or required by CITY related to the building inspection program. ORS 455.210 shall govern maximum structural, plumbing, electrical, mechanical, manufactured home set up and recreational vehicle park permit fees.

E. Review plans for compliance with CITY'S Development Code and other applicable CITY ordinances and requirements and notify CONTRACTOR in writing of any concerns or issues by notation on the building plans.

F. Maintain all permit records in accordance with records retention laws.

7. CONTRACTOR IDENTIFICATION NUMBER CONTRACTOR shall furnish CITY with CONTRACTOR's employer identification number, as designated by the Internal Revenue Service upon request.

8. CITY'S REPRESENTATIVE. CITY'S authorized representative for the purposes of this Contract shall be The COMMUNITY DEVELOPMENT DIRECTOR.

9. CONTRACTOR'S REPRESENTATIVE CONTRACTOR's authorized representative for the purposes of this Contract shall be Jack Applegate, CBO, CHI , 144 East 14th Ave., Eugene, Oregon 97401, phone 541-484-9043, fax 541-484-6859.

10. CONTRACTOR AS INDEPENDENT CONTRACTOR

A. Contractor's services shall be provided under the general supervision of CITY or its employees or designees; however, CONTRACTOR shall be an independent contractor and shall be entitled to no compensation other than the compensation provided for under Section 4 of this Contract.

B. CONTRACTOR acknowledges that it shall not be entitled to any employee benefits to which an employee of CITY would be entitled and shall be solely responsible for all payments of taxes required by law. If CONTRACTOR is found by a court of law or an administrative agency to be an employee of CITY for purposes of taxes or benefits CITY is required to pay for or to employees, CITY shall be entitled to repayment by CONTRACTOR to the full extent of any benefits or other remuneration CONTRACTOR may receive from CITY as result of said finding and to the full extent of any payments CITY is required to make to CONTRACTOR or to a government entity) as a result of said finding. CONTRACTOR shall obtain workers' compensation coverage for its employees and agents as required by Oregon law.

C. CONTRACTOR hereby represents that to its knowledge no employee of CITY or any partnership or corporation in which a CITY employee has an interest, has, or will receive any remuneration of any description from CONTRACTOR, directly or indirectly, in connection with the letting or performance of this Contract, except as otherwise specifically declared in writing.

D. Notwithstanding paragraphs 10A, 10B, 10C, or any other paragraph of this Contract, CONTRACTOR and its officers, employees, agents, and subcontractors are and shall operate and be considered as agents of CITY for all purposes relating to the Oregon Tort Claims Act, ORS 30.260 to 30.300.

11. SUBCONTRACT - ASSIGNMENTS AND DELEGATION

A. Subject to paragraph 10D above, CONTRACTOR shall be fully responsible for the acts or omissions of its employees, agents, and subcontractors and neither the approval by CITY of any employee, agent or subcontractor of CONTRACTOR nor anything contained herein shall be deemed to create any contractual relation between such employee, agent, or subcontractor and CITY.

B. This Contract, and all of the covenants and conditions hereof, shall inure to the benefit of and be binding upon CITY and CONTRACTOR respectively and their legal representatives and successors. Except as otherwise provided herein, CONTRACTOR shall not assign any rights nor delegate any duties incurred by this

Contract, or any part hereof without the written consent of CITY, and any assignment or delegation in violation hereof shall be void.

12. TERMINATION OF CONTRACT. CONTRACTOR or CITY may terminate this Contract at any time upon not less than ninety (90) days prior written notice to the other party. In addition, CITY may terminate this contract upon not less than ten (10) days written notice to CONTRACTOR if CONTRACTOR breaches any of the terms herein or in the event of any of the following: Insolvency of CONTRACTOR; voluntary or involuntary petition in bankruptcy by or against CONTRACTOR; appointment of a receiver or trustee for CONTRACTOR; or an assignment for benefit of creditors of CONTRACTOR.

13. ACCESS TO RECORDS CITY shall have access to such books, documents, papers, and records of CONTRACTOR as are directly pertinent to the services performed under the terms of this Contract for the purpose of conducting an audit or examination or obtaining excerpts and transcripts.

    A. CONTRACTOR shall have access to CITY building department budget for review upon request. CITY shall be responsible for ensuring building department dedicated funds are not used for other purposes as required under ORS 455.210 (3)(c).

14. FORCE MAJEURE Neither CITY nor CONTRACTOR shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond its control and without fault or negligence on the part of the party so disenabled, including, but not limited to: an act of nature or of a public enemy, volcano, earthquake, fire, flood, epidemic, quarantine, restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or suppliers due to such cause; provided that the party so disenabled shall within ten (10) days from the beginning of such delay to notify the other party in writing of the causes of such delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

15. NONWAIVER. The failure of either party to insist upon or enforce strict performance by the other party of any of the terms of this contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of a party's right to assert or rely upon such terms or rights on any future occasion.

16. ATTORNEY'S FEES. In the event suit, action or arbitration is instituted to enforce any of the terms of this Contract, the prevailing party shall be entitled to recover from the other party such sum as the court or arbitrator may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

17. APPLICABLE LAW. This Contract will be governed by the laws of the State of Oregon.

18. CONFLICT BETWEEN TERMS. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this Contract and the proposal of CONTRACTOR, this Contract shall control, and nothing herein shall be considered as an acceptance of the terms of said proposal conflicting herewith.

19. INDEMNIFICATION CONTRACTOR agrees to indemnify and to hold harmless the CITY, its Officers, Employees, and Agents against and from any and all loss, claims, actions, suits, including costs, and attorney's fees, for or on account of injury, bodily or otherwise, to, or death of persons, damage to or destruction of property belonging to CITY, CONTRACTOR or others, resulting from, arising out of, or in any way connected with CONTRACTOR'S acts which are outside the scope of CONTRACTOR'S duties to CITY under this Contract or for which CONTRACTOR is not eligible for representation and indemnification by CITY under the terms of the Oregon Tort Claims Act. CONTRACTOR agrees to defend all such claims on behalf of the CITY, whether frivolous or not.

CITY acknowledges and agrees that CONTRACTOR, and its officers, employees, agents, and subcontractors, for purposes of ORS 30.260-.300 (the Oregon Tort Claims Act), are agents of CITY while acting in the course and scope of carrying out CONTRACTOR'S duties and responsibilities under the terms of this Contract and while so acting they are covered by CITY'S insurance and entitled to representation and indemnification as provided under the Oregon Tort Claims Act.

20. INSURANCE. Prior to providing any of the services required under the terms of this Contract, CONTRACTOR, at CONTRACTOR's sole cost and expense, shall secure and continue in force during the term of this Contract the following insurance with an insurance company acceptable to CITY:

    A. General Liability and Property Damage Insurance with limits of not less than $1,000,000 for personal injury, $1,000,000 for comprehensive automobile liability and $1,000,000 for broad form property damage coverage. Satisfactory evidence of such insurance shall be provided to CITY.

    B. Workers' Compensation from the State Accident Insurance Fund or from a responsible private carrier. Private insurance shall provide the schedule of employee benefits required by law.

21. ARBITRATION any controversy or claim arising out of or relating to this Contract, including without limitation, the making, performance, interpretation, or enforcement of the Contract and any provisions contained herein, shall be settled by binding arbitration in Linn, County, Oregon, in accordance with ORS 36.600-36.740, and judgment on the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy.

22. COMPLETE CONTRACT. This Contract and any referenced attachments constitute the complete Contract between CITY and CONTRACTOR and supersede all prior written or oral discussions or agreements.

Signature Page for Professional Services Contract between City of Lebanon and Northwest Code Professionals, LLC

THE CITY OF Lebanon

By: Kelly Hart
Date: 6/13/2024
KELLY HART
COMMUNITY DEVELOPMENT
DIRECTOR

NORTHWEST CODE PROFESSIONALS, LLC

an Oregon limited liability company

By: Jack E. Applegate
Date 6/13/2024
JACK APPLEGATE, CBO, MANAGER

AMENDMENT NO 1. TO CONTRACT FOR PROFESSIONAL SERVICES

BETWEEN

THE CITY OF LEBANON, OREGON

AND

NORTHWEST CODE PROFESSIONALS, LLC

This Amendment No 1. to the Contract for Professional Services ("Amendment") is entered into by and between the City of Lebanon, Oregon, a municipal corporation of the State of Oregon, hereinafter referred to as "CITY," and Northwest Code Professionals, LLC, an Oregon limited liability company, hereinafter referred to as "CONTRACTOR."

WHEREAS, CITY and CONTRACTOR entered into a Contract for Professional Services dated June 13, 2024, with a contract term commencing July 1, 2024, and ending June 30, 2029; and

WHEREAS, CITY and CONTRACTOR desire to amend the compensation and payment provisions of the existing Contract while maintaining the current scope and level of services;

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, CITY and CONTRACTOR agree as follows:

1. AMENDMENT TO SECTION 4 – COMPENSATION

Section 4 of the original Contract, including subsections 4.A through 4.D, is hereby deleted in its entirety and replaced with the following:

4. COMPENSATION. As full compensation for services provided by CONTRACTOR under this Contract, CITY shall compensate CONTRACTOR as follows:

A. September 1, 2026, through October 31, 2026. Compensation for services performed during this period shall remain subject to the compensation provisions of the original Contract.

B. November 1, 2026, through June 30, 2027. CITY shall pay CONTRACTOR a flat monthly fee of Seventeen Thousand Dollars ($17,000).

C. Beginning July 1, 2027. CITY shall pay CONTRACTOR a flat monthly fee of Twenty Thousand Dollars ($20,000) for the remaining term of the Contract, unless otherwise amended in writing by the parties.

D. Included Services. The monthly compensation established in subsections B and C shall constitute full compensation for all services required under Section 2 of the

Contract and the CITY's Building Inspection Program Operating Plan, including but not limited to building official services, building inspections, plan review, office hours, administrative coordination, and all other services within the existing contracted scope.

E. No Additional Compensation. Beginning November 1, 2026, CONTRACTOR shall not receive any additional compensation for services provided under this Contract, including mileage reimbursement, percentage-based plan review fees, hourly charges, reinspection fees, or other supplemental charges. The flat monthly fee shall constitute the total compensation payable by CITY for all services required under this Contract.

F. Level of Service. CONTRACTOR shall continue providing all services required under Section 2 of the Contract and the CITY's Building Inspection Program Operating Plan without any reduction or modification to the existing scope or level of service as a result of the revised compensation structure.

2. AMENDMENT TO SECTION 5 – PAYMENT

Section 5.A of the original Contract is hereby deleted and replaced with the following:

5.A. Beginning November 1, 2026, CONTRACTOR shall submit a monthly billing statement to CITY by the fifth (5th) day of the immediately following month for the flat monthly compensation established in Section 4. CITY shall pay such billing statement on or before the twenty-fifth (25th) day of the month in which it is received.

CITY agrees to pay CONTRACTOR a late payment charge of 1.5% per month for any billing statement received by CITY on or before the fifth (5th) day of the month that is not paid by the twenty-fifth (25th) day of that month.

Section 5.B shall remain unchanged.

3. REMAINING CONTRACT PROVISIONS

Except as expressly amended herein, all other terms and conditions of the original Contract for Professional Services dated June 13, 2024, shall remain unchanged and in full force and effect.

In the event of any conflict between the provisions of this Amendment and the original Contract, the provisions of this Amendment shall control.

4. EFFECTIVE DATE

This Amendment shall become effective upon execution by both parties. The revised compensation provisions established in Section 4.B through 4.F shall take effect November 1, 2026.

5. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this First Amendment to the Contract for Professional Services.

CITY OF LEBANON, OREGON

By: _____

Name: _____

Title: _____

Date: _____

NORTHWEST CODE PROFESSIONALS, LLC

By: _____

Jack Applegate, Manager

Date: _____

925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4918
www.ci.lebanon.or.us

MEMORANDUM

Engineering Services

To: Kenneth Jaclola and City Council

Date: November 3, 2026

From: Shana Olson, Development Services Director

Subject: **Resolution to Provide Water Service Outside City Limits**

I. INTRODUCTION

Property owner Kambria A. Shoemaker has requested emergency City water service for the property located at 725 Russell Drive (see attached map). The property is located outside City limits and is contiguous with the City, and an existing City water main runs along the property's frontage.

The property's existing well has failed, leaving the residence without a functioning water supply. The owner submitted an annexation application; however, the Planning Commission cannot consider the annexation until December 2026. Because of the immediate need for water service, staff requests authorization to allow the property to connect to the City water system before the annexation process is complete.

II. RECOMMENDATION

Staff recommends that the City Council approve a resolution authorizing an emergency connection to the City water system for the property located at 725 Russell Drive, outside City limits, pending completion of the annexation process.



RESOLUTION TO PROVIDE WATER SERVICE OUTSIDE THE CITY OF LEBANON CITY LIMITS))) **RESOLUTION NO. 2026-23**

WHEREAS, the Lebanon Municipal Code provides that water and sewer service may not be extended to persons or properties which are located outside the city limits without the permission of the city council by resolution; and

WHEREAS, the Lebanon Municipal Code provides that the city council may only grant water service outside the city under certain circumstances;

WHEREAS, Kambria Shoemaker is the owner of real property located outside city limits at 725 Russell Drive.

WHEREAS, the existing well at 725 Russell Drive, owned by Kambria Shoemaker, is no longer a viable source of water for the property, and the owner has requested permission to connect to the city's water system.

WHEREAS, Kambria Shoemaker agrees to petition to annex the real property located at 725 Russell Drive before connection to city water.

NOW, THEREFORE, be it resolved by the Council of the City of Lebanon as follows:

SECTION 1:

The City Council hereby grants, pursuant to the provisions of Lebanon Municipal Code Section 13.04.240, that water service shall be extended beyond the city limits for the purpose of providing such service to Kambria Shoemaker, owners of 725 Russell Drive, Lebanon, Linn County, Oregon, because of the failure of the existing well at said location for the following reasons based upon the following findings of fact:

A. The provision of water service outside the city limits is temporary, as the location for said service is in the Urban Growth Boundary and can be expected to be annexed. The provision of the water service is the most cost-effective method of alleviating said health hazard, and is in the best interest of the health, safety, and welfare of the citizens of Lebanon and those citizens residing within the Lebanon Urban Growth Boundary.

B. The provision of water service granted herein shall expire one year from the effective date of this Resolution; provided that this Resolution shall have no further effect if the property is annexed into the city limits before that time.

SECTION 2:

The requested service outside of the city limits shall be processed according to such rules and regulations which exist for customers of water systems, with the normally imposed charges made for such service. In addition, the permit to connect to the water shall not be issued until a completed annexation application is received by the city.

The City Council hereby determines that the fees, rates and charges hereby adopted are not subject to the limits of Section 11 or 11b, Article XI of the Oregon Constitution.

Passed by the Lebanon City Council and executed by the Mayor on this 4th of November, 2026 by a vote of ___ yeas and ____ nays.

CITY OF LEBANON, OREGON

Kenneth E. Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED:

Julie Fisher, MMC, City Recorder

925 S. Main Street
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MEMORANDUM

Administration

To: Mayor Jackola and City Council

Date: October 27, 2026

From: Ron Whitlatch, City Manager

Subject: **Administration Update – October 2026**

- Due to increased operating costs, LINX Transit has not been operating on Saturdays throughout the summer. This is being done to avoid overrunning the projected funding from the biennium Federal and State Grants used to operate LINX Transit. We will likely re-evaluate Saturday Service again in early 2027.
- In conjunction with the Wastewater Treatment Plant Biosolids Improvements Project, we have submitted our formal application to the Clean Water State Revolving Loan Fund Program with Oregon DEQ. We will receive proposals in early November for the CM/GC Contractor.
- Staff has met with Oregon DEQ to determine next steps of environmental review for the Champion Mill Site. Maul Foster has completed two additional site studies: a Beneficial Water Use Determination and a Contaminated Media Management Plan. Staff is reviewing both documents and, upon completion, will send them to DEQ for review and next steps. Once we have additional information, we will hold a work session with the City Council to determine our next steps.
- We are continuing to work with our outside legal counsel for claims against the Army Corps of Engineers (USACOE). The claim will be filed with the Federal District Court in the coming weeks. An amended complaint has been filed. This is likely to be a lengthy (and slow) process, and we will provide more information as it becomes available. Albany and Millersburg have now joined the lawsuit and will share in attorney fees with Lebanon and Sweet Home.
- Staff is currently working with Linn County to develop a plan and fund a new bridge into Woods Trailer Park. The bridge has been posted at a 3 ton load limit, meaning emergency vehicles cannot access the area. The bridge is the only access for multiple residences. Once the right-of-way is acquired, Linn County will fund the replacement, and the City will administer the construction project. This is a high priority due to the lack of emergency access. We will provide updates as we navigate the project.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for funding for various projects and policy reforms. We are currently preparing for the 2027 Legislative Session. Sean is

developing an Emergency Preparedness App for the City. This ties into our Strategic Plan Goal pertaining to Emergency Management.

- Staff, along with the Council of Oregon Governments, have submitted the application for the Community Development Block Grant (CDBG) for the Library Children's Room Expansion. We won't know whether we were successful until late fall.

- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.

- We continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments regularly to identify grant opportunities that could benefit the City. We are exploring funding opportunities to support wastewater plant projects, water service line replacements, street projects, and other initiatives that benefit the City.

- The System Development Charges Citizens Advisory Committee met on October 22nd to continue the process of updating the City's Wastewater and Storm Drainage System Development Charges. The Committee will bring recommendations in January, along with a work session to discuss the methodology and proposed fee structure.

- The City and Western University have submitted jointly on a Regional Infrastructure Grant. The scope of this grant includes construction of the new roadway and utilities up to the railroad right-of-way. City match funding will come from the Transportation System Development Charge Fund and is currently appropriated for this fiscal year.

- The City Attorney is currently drafting a lease agreement with the Lebanon Museum Foundation for use of the Old Library Building. I will send a letter to the School District (they have been informed verbally) stating the City's intent to terminate the current lease on June 30, 2027.

- City staff and Consor Homes are currently working on a development agreement related to the subdivision approved several months ago off Stoltz Hill Road. The agreement will clearly outline the responsibilities of both parties regarding infrastructure construction, System Development Charge (SDC) credits, and the timing of improvements. The City's responsibilities will include extending Twelfth Street to connect with Stoltz Hill Road and constructing a traffic signal at the intersection of Airport Road and Twelfth Street. Because this is a planned development that could be constructed in phases over the next ten years, the agreement will help ensure that responsibilities, financial obligations, and project timelines are clearly established and understood by both parties.

MEMORANDUM

City Recorder's Office

TO: **Mayor Jackola and City Council**

FROM: **Julie Fisher, City Recorder**

ITEM TITLE: **Department Report**

			• Sept 2026	• Oct 2026
Community Engagement	Subscribers	Agenda Center	566	566
		Alert Center	1016	1016
		Bid Postings	29	31
		Calendar	197	196
		News Flash	3040	3040
	Website	Total Users	11,959	12,033
		Views	25,113	24,598
		Top Four Searches	Home UB Payments Library Search	Home UB Payments Library Search
	Social Media	FB Followers	5,006	5022
		New Followers	11	22
		Post Reach	16,331	28,683
	YouTube	Council Video Views	163	239
	Submissions	Contact Us	3	2
Communication	Outreach	Press Releases	10	2
		Public Meeting Notices	3	4
		Social Media Posts	8	8
Records	Legislative	Ordinances	2	0
		Resolutions	4	0
	Applications	Committee Applications	0	0
		Liquor Licenses	0	0
	Retention	Record Destruction	12	5
		Records added to ORMS	237	117
	Requests	Public Records FOIA	14	19

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MEMORANDUM

Development Services

To: Mayor Jackola and City Council Date: November 23, 2026

From: Shana Olson, Development Services Director

Subject: Development Services Department, City Manager Report Updates

Staff continues to assist customers with inquiries related to engineering, building permits, and planning services. The team provides guidance and support to residents, developers, and stakeholders to facilitate the permitting process, address planning-related questions, and ensure compliance with applicable regulations. These efforts help ensure efficient service delivery, clear communication, and support for sustainable community development.

Development Services staff training and cross-training have continued to progress over the past three months. Training has expanded across department operations, customer service, permitting procedures, and support functions for engineering, building, and planning. This effort is strengthening overall department capacity, succession planning, and business continuity while supporting consistent and efficient customer service.

Planning

Planning Commission – No Meeting in October

The following land use applications were approved in October:

- PLA-26-04 – Property Line Adjustment – 1250, 1260 & 1280 E Grant Street

The following land use applications are under review in October:

- AR-26-09 – Administrative Review – 150 Market Street
- DCA-26-01 – Development Code Amendment – Small Lot Single Unit Standards
- CI-26-01 – Code Interpretation – Small Lot Single Unit Standards
- A-26-02 – Annexation – 401 Wagon Wheel Drive
- MLP-26-06 – Land Partition – 361 N 3rd Street
- MLP-26-05 – Land Partition – 289 S 3rd Street
- AR-26-08 – Administrative Review for Auto Repair Shop and Auto Sales – 2300 S Main Road

Building

	Septebmer 2026	September 2025
Permits Issued	70	49
Fees Received	$63,893.29	$27,255.80
Construction Valuation	$4,019,056.00	$1,505,837.15

A current list of the more significant construction sites includes:

- Industrial Builidng (Montessa Way)
- Industrial Building (Airway Road)
- Thoroughbred Car Wash (Santiam Highway)
- 47-lot subdivision – Hermans Farm Subdivision (Crowfoot Road)
- 5-lot subdivision – Space Reader Estates (Kees Street)
- 48-lot subdivision – Cedar Springs (13th Street)
- 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
- 10-lot subdivision – Phillips Estates (Phillips Way)
- 19-lot subdivision (Walker & Wassom)

- Staff continues to coordinate with the Finance Department on a comprehensive audit of service accounts. The project remains in progress, with timing and next steps under ongoing evaluation to align with current operational priorities.

Engineering – Development Projects

In Review / Pending Construction

- Fueling Station & C-Store (N 5th St/Village Lp): Plans received and under review.
- Lebanon Dairy Queen (N 5th St/Village Lp): Plans received and under review.
- Go Mini Storage (Hansard Ave/Reeves Pkwy): Plan review comments sent back to engineer for revisions.
- Millrace Lift Station (N 5th St): Preliminary Design Report received and under review.
- Cedar River Estates Subdivision (S 5th St/Joy St/Kingdom Dr): Plans approved. Pending Public Improvements permit.
- Misty Meadows Subdivision (W B St): Plan review complete. Pending county approval.
- Salmon Run Apartments (Vaughan Ln): Plan revisions received from engineer. Approval of plans pending DEQ 1200C permit issuance.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Bates Storage (Hansard Ave): On hold by owner. Planset stamped approved; pending 1200-C permit.

Under Construction

- Hermans Farm Subdivision Phase II (Hermans Dr): Public improvements permit issued.
- Walmart 3290 S Santiam HWY: Plans approved. No public improvement or right of way encroachment permits required.
- Valley Life Church (E Ash St/Park St: Permit issued for work on E Ash St, construction underway. Park Street work under ODOT jurisdiction.

- Storage Warehouse 1050 Montessa Way: Permits issued.
- Thoroughbred Express Car Wash (HWY 20): Permits issued. Construction ongoing.
- Duo Water Systems 1800 Airway Rd: Permits issued. Construction ongoing.
- Khan C-Store (former Walgreens site): Permits issued. Construction ongoing.
- Elmore Townhomes: Permits issued. Construction ongoing.
- Ziply Fiber: Franchise permit issued; Citywide fiber internet infrastructure construction ongoing.
- Tri-Plex (S. 7th Street): Site utility construction ongoing.
- Millrace Station Phase II: Public Improvements Permit active. Utility and road construction ongoing.

Complete

- None to report this month.

City Legislative Efforts

- Continue monitoring of upcoming legislative measures and collaborate with partner agencies to proactively address proposed legislation that may impact the City.

Grant Administration

- Environmental sampling has been completed. Consultants have finalized the market analysis and transportation study, which evaluates the site's commercial viability and development potential given existing site constraints. The project is moving into the next Phase, with consultant coordination and project scheduling underway.

Economic Development

- Received a significant recruitment opportunity and delivered a comprehensive presentation, resulting in the City being shortlisted as one of two potential locations in Oregon. While the project ultimately did not move forward in Lebanon due to wetland constraints associated with the proposed site, the recruitment effort provided valuable exposure and demonstrated the City's ability to respond competitively to significant development opportunities.
- Staff continues to evaluate options for addressing wetland constraints on industrial lands to improve site readiness and support future development opportunities. This includes coordination with Business Oregon, the City's lobbyist, and regulatory agencies to explore both project-specific and long-term policy solutions.
- Downtown Building Restoration Program: Four of the ten awarded façade improvement projects have now been completed. The remaining projects are in various stages of design and construction.
- Strategic Plan Initiative 3.11: Staff continues to review the Business Oregon Prospector site weekly to evaluate targeted recruitment inquiries from Industrial Lands Specialists and determine eligibility for competitive site submissions.
- Strategic Plan Initiative 3.15 – Business Outreach: Staff continues to promote business outreach opportunities through the City's communication channels. While participation in the business visitation program has been limited, staff remains available to meet with businesses and respond to requests as they arise.

Engineering Services
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MEMORANDUM

Date: October 27, 2026
To: Mayor Jackola and City Council
From: Mike Trippett, City Engineer
Subject: Capital Improvements Update for October, 2026

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1. **Recently Completed Projects**

   A. **2026 Street Patching -** This Project was completed last month, and Maintenance has indicated that they are happy with the work done.

   B. **LIDAR Survey of the Hiatt Street Bridge -** The initial survey of the Hiatt Street bridge has been completed, and Staff are preparing to go over the work to determine if this technology will be a viable tool for documenting the condition of other City bridges.

2. **Current Projects (in Design, Recently Awarded, or in Construction)**

   A. **Grant and Sherman Street Improvements -** Construction continues on this Project. The Contractor has completed improvements on Grant Street between Main and Park Streets and is currently working between Second and Main Street with a full street closure at that location. Work on this block is slated to be complete by November 20th.

   Utility work is taking place between Fifth and Second Streets. The Contractor has completed installation of the new water line and is currently testing the lines, hydrants, and upgraded services to all customers. Installation of Storm and Sanitary upgrades will follow this work.

   Staff and the Contractor continue to work closely with affected residents and businesses to minimize disruption to their normal routine.

   B. **Cheadle Lake Park Improvements -** The Contractor has substantially completed all work on this project. Minor shoulder work, landscaping, electrical and plumbing work remains. The new restroom opening has been delayed pending installation of a pressure vessel in the pipe chase. New welded steel gates are still being manufactured for the vehicle entrances to the park.

   C. **Wastewater Treatment Plant Biosolids Improvements -** Staff continue to review TMs that will be used as a basis of design for this Project. These design components include:

   - Electrical Design
   - Instrumentation and Control
   - Permitting
   - Site Civil Design
   - Site Utilities
   - Aerobic Stabilization
   - Biosolids Dewatering
   - Hauled Waste Receiving Station
   - Structural and Architectural Design

   Staff have been scouting out other wastewater facilities that are using technology similar to what we're studying to get a feel for how the equipment actually functions in use.

The Request for Construction Manager/General Contractor Proposals (RFP) was advertised September 21st and will close November 3rd. There was one Addendum issued October 27th to document the Pre-Proposal Meeting, respond to Proposer questions, and clarify sections of the RFP Document. There are currently two viable Proposers holding documents:

- Slayden Constructors
- Prospect Construction

D. Airport Road & Twelfth Street Intersection Improvements - Staff are currently looking into needed Right-of-Way (ROW) acquisition and continuing to review preliminary design elements for this work.

E. North Fifth Street Reconstruction - Staff have completed reviews of Udell Engineering's plans and specifications, and are currently preparing bid documents for this Project, which is scheduled to be put out to bid in November.

F. East Sherman Street Water Line Repair - Staff executed a Contract with Udell Engineering in August to replace a section of water line on Sherman Street between Park and Grove Streets. (This work is not associated with the Grant and Sherman Street Project.) Udell is currently generating plans and specifications for this work.

G. Industrial Way Park Improvements - The Archaeological Cultural Resources report was finalized on September 16th and recommends a finding of "No Historic Properties Adversely Affected" by this proposed Project. The report was forwarded to SHPO, who has indicated they're waiting for the Army Corps of Engineers (ACOE) to ask for concurrence. DEQ is also waiting for their review. Staff will be contacting potentially affected Tribes for input, as well.

H. Private Utility Fiber Installation - Ziply Fiber is continuing to perform work across town and is substantially complete with underground fiber installation.

They are continuing to work on outstanding restoration issues that need to be addressed, and are making reasonable headway with that effort.

3. <u>Piloted Projects</u>

A. West Rose Street Sewer Extension - This Project has been put on hold until after January 1st. This Project will also eliminate a cross-connection between our storm and sanitary systems. The storm line that currently drains into the sanitary sewer system will be diverted to the storm drain system.

B. South Second Street Area Drainage Improvements - This Project is being spearheaded by Maintenance.

4. <u>On-Going Tasks</u>

A. CIP Plan Update - Staff have been test-driving new software to streamline the planning and implementation of CIP projects in the future.

B. TMDL Update - Staff are still updating the City's Five-Year Matrix for DEQ.

5. Upcoming and Proposed Work

A. Sanitary Sewer Collections System - There are two possible Projects that Staff are focusing on. We have asked Udell Engineering to make a rough cost comparison between the two to see which Project would provide the most benefit for the funding we have available:

- **Grove Street Sanitary Sewer and Storm Drain Conflict -** This Project will involve a new sanitary line along Elmore from south of the Point S Tire & Auto Service property east to Grove Street, and then up to Oak Street. This will eliminate the 'wildcat' line that crosses under several properties between Elmore and Oak.
- **Cox Street Sanitary Sewer Extension -** This project would install a new sanitary line from the sewer main on Highway 20 west along Cox Street and down Second Street to 'H' Street. This will eliminate a 'wildcat' line that crosses under several properties from 'H' Street to north of Cox Street.

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MEMORANDUM

Finance Department

To: Mayor Jackola and City Council
Ron Whitlatch, City Manager

November 4, 2026

From: Brandon Neish, Finance Director

Subject: Department Report – September 2026

- Accounts Payable
  - Payments made in September 2026; 304 payments were processed for a total of $2,295,492.23.
- Audit
  - The FY2025 audit kicked off September 2, 2025 with discussion over the engagement letters and staff assignments. City staff will be writing the annual report this year.
  - Final field audit occurred the week of November 3rd. Auditors are still reviewing documents submitted and requesting documentation to complete necessary reviews.
  - Staff absences impacted the department's ability to complete its necessary steps before December 31.
  - Pending items with the audit firm were confirmed and cleared at the end of March.
  - A draft report was sent to the auditors August 15th for review. Auditors returned the draft with revisions, and an amended document was sent October 10th.
- Payroll
  - Payroll was processed on September 11th and September 25th for all employees and Councilors. In total, 129 employees were paid.
- Utility Billing
  - 6,731 billing statements (including electronics) were mailed September 25th for a total of $1,405,288.25 in utility revenue and $188,617.85 in city service fee revenue.
  - On September 15th, 370 phone calls went out to notify customers they have a past due balance.
  - There was a total of 132 lockouts in September.
  - There was a total of 446 service requests in September: 55 move ins, 132 lock-offs, 13 re-read meters, 111 reconnects, 26 move outs, 20 leak checks, 20 changed meters, 28 turn ons, 7 turn offs, 23 meter installations, 4 meter removals, no water quality checks, no pressure tests, 2 emergency requests, no meter tests, no meter locates, no dead meters, and 5 miscellaneous request.

Utility Billing Data

	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
Active Accounts	6,663	6,665	6,665	6,668	6,674	6,685	6,738	6,743	6,754	6,754	6,754	6,795	6,795
Penalty Applied	346	483	348	331	192	316	104	199	304	211	338	209	233
Lock Offs	85	76	96	N/A	144	81	92	68	82	126	93	107	132

Municipal Court Data

	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
Charges Filed	204	245	141	185	309	169	124	108	115	207	191	184	154
Show Cause Issued	75	75	68	77	75	58	67	94	83	84	75	65	68
Licenses Suspensions Issued	34	73	45	43	30	44	44	45	57	50	44	45	43
Warrants Issued	175	216	159	125	179	166	183	207	181	191	207	179	197
Charges Disposed	200	292	180	175	241	278	218	188	93	138	250	210	177

Accounts Payable

Check Detail

User: bneish@lebanonoregon.gov
Printed: 10/24/2026 - 9:10PM

Check Number	Check Date		Amount
000500 - A A TOWING			
78382	09/03/2026		
Inv 26-12074			
Line Item Date	Line Item Description		
08/06/2026	TRAVEL TRAILER DISPOSAL		2,500.00
Inv 26-12074 Total			2,500.00
Inv 26-15387			
Line Item Date	Line Item Description		
08/20/2026	RV DISPOSAL		2,500.00
Inv 26-15387 Total			2,500.00
78382 Total:			5,000.00
000500 - A A TOWING Total:			5,000.00
003543 - INDUSTRIAL PIPE & SUPPLY CO INC			
78461	09/17/2026		
Inv 207749			
Line Item Date	Line Item Description		
09/04/2026	BALL VALVE, O-RING, BALL CHECK VALVE - REPAIR CHLO		524.51
Inv 207749 Total			524.51
78461 Total:			524.51
003543 - INDUSTRIAL PIPE & SUPPLY CO INC Total:			524.51
003555 - INDUSTRIAL REBUILDERS CORPORATION			
78462	09/17/2026		
Inv 260804-2			
Line Item Date	Line Item Description		
08/20/2026	AIR CYLINDER REPLACEMENT		750.00
Inv 260804-2 Total			750.00
78462 Total:			750.00

003555 - INDUSTRIAL REBUILDERS CORPORATION Total: 750.00

007035 - ARCHAEOLOGICAL INVESTIGATIONS NORTHWEST, INC

78383 09/03/2026

Inv 12232

Line Item Date	Line Item Description	
08/14/2026	CONSULTING SERVICES	4,481.31

Inv 12232 Total 4,481.31

78383 Total: 4,481.31

007035 - ARCHAEOLOGICAL INVESTIGATIONS NORTHWEST, INC Total: 4,481.31

010955 - OREGON BUREAU OF LABOR & INDUSTRIES

78432 09/04/2026

Inv COL-072325

Line Item Date	Line Item Description	
07/23/2025	BOLI	1,253.76
07/23/2025	BOLI	3,436.70

Inv COL-072325 Total 4,690.46

Inv None-081526

Line Item Date	Line Item Description	
08/15/2026	BOLI	270.99

Inv None-081526 Total 270.99

78432 Total: 4,961.45

010955 - OREGON BUREAU OF LABOR & INDUSTRIES Total: 4,961.45

015991 - CAROLLO ENGINEERS INC

78448 09/17/2026

Inv FB87524

Line Item Date	Line Item Description	
09/08/2026	On-Call Hydraulic Modeling and Distribution System Analysis	1,508.00

Inv FB87524 Total 1,508.00

78448 Total: 1,508.00

015991 CAROLLO ENGINEERS INC Total: 1,508.00

016011 - CECO INC

78388 09/03/2026

Inv IN-1335320

Line Item Date	Line Item Description	
08/17/2026	WWTP GENERATOR - BIO DIESEL	3,197.50
Inv IN-1335320 Total		3,197.50

Inv IN-1335321

Line Item Date	Line Item Description	
08/17/2026	GENERATOR BIO DIESEL	972.21
Inv IN-1335321 Total		972.21

Inv IN-1335322

Line Item Date	Line Item Description	
08/17/2026	WTP INTAKE - BIO DIESEL	1,033.50
Inv IN-1335322 Total		1,033.50

78388 Total: 5,203.21

016011 - CECO INC Total: 5,203.21

016028 - CASCADE OUTDOOR POWER EQUIPMENT

78387 09/03/2026

Inv 22283

Line Item Date	Line Item Description	
08/12/2026	MOWER DUST CAP, BEARINGS, FORK ASSY	519.90
08/12/2026	STOCK - MOWER IDLER PULLEY, AIR FILTERS	125.70
Inv 22283 Total		645.60

78387 Total: 645.60

016028 CASCADE OUTDOOR POWER EQUIPMENT Total: 645.60

016646 - CHAVES CONSULTING INC

78434 09/10/2026

Inv 217147

Line Item Date	Line Item Description	
09/01/2026	MONTHLY USER FEE AUG 2026	370.20
09/01/2026	MONTHLY USER FEE AUG 2026	162.38
Inv 217147 Total		532.58

78434 Total: 532.58

016646 - CHAVES CONSULTING INC Total: 532.58

020850 - WATERCO OF THE PACIFIC NW INC

78438 09/10/2026

Inv CD4215776

Line Item Date	Line Item Description	
08/25/2026	RENTAL DE-IONIZED WATER TANK	78.85

Inv CD4215776 Total 78.85

78438 Total: 78.85

020850 - WATERCO OF THE PACIFIC NW INC Total: 78.85

023175 - TD SYNNEX CORPORATION

78420 09/03/2026

Inv SI746180

Line Item Date	Line Item Description	
08/25/2026	ENG AutoDesk Renewal Fy27	1,570.10
08/25/2026	ENG AutoDesk Renewal Fy27	3,140.06

Inv SI746180 Total 4,710.16

78420 Total: 4,710.16

023175 - TD SYNNEX CORPORATION Total: 4,710.16

025000 - SUMMIT ACE HOME & GARDEN

78417 09/03/2026

Inv 2607-622759

Line Item Date	Line Item Description	
07/15/2026	PORTER PARK REPAIRS - TOP BEAR TRIM BIT	36.99

Inv 2607-622759 Total 36.99

Inv 2608-637749

Line Item Date	Line Item Description	
08/26/2026	BIT SET	22.99

Inv 2608-637749 Total 22.99

Inv 2608-637978

Line Item Date	Line Item Description	
08/26/2026	PIPE INSULATION	9.18

Inv 2608-637978 Total 9.18

Inv 2608-638241

Line Item Date	Line Item Description	
08/27/2026	BRUSH & CADDY	38.36

Inv 2608-638241 Total 38.36

78417 Total: 107.52

78435 09/10/2026

Inv 2609-639921

Line Item Date	Line Item Description	
09/01/2026	GILLS LANDING LED BULB	13.99

Inv 2609-639921 Total 13.99

Inv 2609-639922

Line Item Date	Line Item Description	
09/01/2026	QUIK-TUBE BUILDING FORM 12" - CENTURY PARK PLAYGF	43.68

Inv 2609-639922 Total 43.68

Inv 2609-639925

Line Item Date	Line Item Description	
09/01/2026	SPRAY PAINT	7.99

Inv 2609-639925 Total 7.99

Inv 2609-639966

Line Item Date	Line Item Description	
09/01/2026	SPRAY PAINT	15.98

Inv 2609-639966 Total 15.98

Inv 2609-640553

Line Item Date	Line Item Description	
09/03/2026	BLOCKS - CENTURY PARK PLAYGROUND	11.40

Inv 2609-640553 Total 11.40

78435 Total: 93.04

78478 09/17/2026

Inv 2608-637987

Line Item Date	Line Item Description	
08/26/2026	WIRE CONNECTOR	5.99

Inv 2608-637987 Total 5.99

Inv 2608-639398

Line Item Date Line Item Description

08/31/2026	FUNNEL, TIE DOWN, EXT CORD, LADDER	339.55
Inv 2608-639398 Total		339.55

Inv 2609-640103

Line Item Date	Line Item Description	
09/01/2026	Keys for Range Konex	23.96
Inv 2609-640103 Total		23.96

Inv 2609-642213

Line Item Date	Line Item Description	
09/08/2026	FENDER WASHERS, LOCKNUTS	5.02
Inv 2609-642213 Total		5.02

Inv 2609-642431

Line Item Date	Line Item Description	
09/09/2026	WOOD SCREWS FOR PAINTING	5.49
Inv 2609-642431 Total		5.49

Inv 2609-642786

Line Item Date	Line Item Description	
09/10/2026	D BATTERIES	39.98
Inv 2609-642786 Total		39.98

Inv 2609-643112

Line Item Date	Line Item Description	
09/10/2026	PREMIX CONCRETE	33.25
Inv 2609-643112 Total		33.25

Inv 2609-644092

Line Item Date	Line Item Description	
09/14/2026	BATTERIES D	16.99
Inv 2609-644092 Total		16.99

Inv 2609-644159

Line Item Date	Line Item Description	
09/14/2026	CLAMP - CENTURY PARK	18.36
Inv 2609-644159 Total		18.36

78478 Total: 488.59

78509 09/24/2026

Inv 2609-644449

Line Item Date	Line Item Description

09/15/2026	SCREWS	4.95
Inv 2609-644449 Total		4.95

Inv 2609-645072

Line Item Date	Line Item Description	
09/16/2026	CEMENT PVC, CONDUIT PVC	63.96
Inv 2609-645072 Total		63.96

Inv 2609-645077

Line Item Date	Line Item Description	
09/16/2026	RETURN CONDUIT	-17.99
Inv 2609-645077 Total		-17.99

Inv 2609-645452

Line Item Date	Line Item Description	
09/17/2026	PAINTERS TOOL. RUBBER TAPE, RUBBING ALCOHOL	37.96
Inv 2609-645452 Total		37.96

Inv 2609-646460

Line Item Date	Line Item Description	
09/21/2026	WASHER, BOLT, LOCKWASHER, HEX NUT	44.26
Inv 2609-646460 Total		44.26

Inv 2609-647102

Line Item Date	Line Item Description	
09/22/2026	CENTURY PARK - CLAMPS, BITS	54.52
Inv 2609-647102 Total		54.52

78509 Total: 187.66

025000 - SUMMIT ACE HOME & GARDEN Total: 876.81

027123 - FASTENAL COMPANY

78391 09/03/2026

Inv ORABY202609

Line Item Date	Line Item Description	
08/18/2026	GLOVES, PENS, LEGALPAD, PAPER	72.06
Inv ORABY202609 Total		72.06

78391 Total: 72.06

78453 09/17/2026

Inv ORABY202785

Line Item Date	Line Item Description	
09/08/2026	Gloves; pens	37.89

Inv ORABY202785 Total 37.89

Inv ORABY202846

Line Item Date	Line Item Description	
09/11/2026	COPY PAPER	78.01

Inv ORABY202846 Total 78.01

78453 Total: 115.90

78490 09/24/2026

Inv ORABY202900

Line Item Date	Line Item Description	
09/15/2026	COPY PAPER	78.01

Inv ORABY202900 Total 78.01

Inv ORABY202953

Line Item Date	Line Item Description	
09/18/2026	Batteries, Yellow Pads, Pens, Copy Paper	172.32

Inv ORABY202953 Total 172.32

78490 Total: 250.33

027123 - FASTENAL COMPANY Total: 438.29

028435 - HD FOWLER COMPANY

78395 09/03/2026

Inv I7394565

Line Item Date	Line Item Description	
08/11/2026	8-10"" REPAIR BAND	1,940.84

Inv I7394565 Total 1,940.84

Inv I7404056

Line Item Date	Line Item Description	
08/20/2026	COLLISION REPAIR KIT, SADDLE STRAPS	713.48

Inv I7404056 Total 713.48

Inv I7404060

Line Item Date	Line Item Description	
08/20/2026	REPAIR CLAMP	366.71

Inv I7404060 Total		366.71
78395 Total:		3,021.03

78458 09/17/2026

Inv I7406307

Line Item Date	Line Item Description	
08/21/2026	REPAIR CLAMP AND FREIGHT	533.45
Inv I7406307 Total		533.45

Inv I7417814

Line Item Date	Line Item Description	
09/03/2026	SADDLE TRAPS	4,863.90
Inv I7417814 Total		4,863.90
78458 Total:		5,397.35
028435 - HD FOWLER COMPANY Total:		8,418.38

029012 - GATEWAY IMPRINTS INC

78393 09/03/2026

Inv 42573

Line Item Date	Line Item Description	
08/25/2026	CUBBY TAGS, LOCKER TAG, MAILBOX PLATE (K. BOSHART	29.50
Inv 42573 Total		29.50
78393 Total:		29.50

78454 09/17/2026

Inv 42128

Line Item Date	Line Item Description	
08/28/2026	DOG PARK RULE SIGNS	167.00
Inv 42128 Total		167.00
78454 Total:		167.00

78491 09/24/2026

Inv 42261

Line Item Date	Line Item Description	
09/21/2026	PUBLIC WORKS JACKETS	432.42
09/21/2026	PUBLIC WORKS JACKETS	288.28
09/21/2026	PUBLIC WORKS JACKETS	288.28
09/21/2026	PUBLIC WORKS JACKETS	288.28
09/21/2026	PUBLIC WORKS JACKETS	864.84
09/21/2026	PUBLIC WORKS JACKETS	144.14

09/21/2026	PUBLIC WORKS JACKETS	432.42
09/21/2026	PUBLIC WORKS JACKETS	864.84
Inv 42261 Total		3,603.50

Inv 42567

Line Item Date	Line Item Description	
09/15/2026	WORK TEE SHIRTS	68.75
09/15/2026	WORK TEE SHIRTS	68.75
09/15/2026	WORK TEE SHIRTS	68.75
09/15/2026	WORK TEE SHIRTS	68.75
Inv 42567 Total		275.00

Inv 42749

Line Item Date	Line Item Description	
09/21/2026	Peer Court items	92.98
Inv 42749 Total		92.98

78491 Total:	3,971.48
029012 - GATEWAY IMPRINTS INC Total:	4,167.98

029400 - GEMINI CONCRETE PUMPING INC

78455 09/17/2026

Inv 26581

Line Item Date	Line Item Description	
08/19/2026	RALSTON PARK VETS MEMORIAL CONCRETE	410.00
Inv 26581 Total		410.00

78455 Total:	410.00
029400 - GEMINI CONCRETE PUMPING INC Total:	410.00

031421 - HACH COMPANY

78456 09/17/2026

Inv 15149155

Line Item Date	Line Item Description	
08/28/2026	SULFURIC ACID, SILICONE OIL, TUBING KIT	823.43
Inv 15149155 Total		823.43

Inv 15161283

Line Item Date	Line Item Description	
09/08/2026	NUT FOR ONLINE VIAL	251.50
Inv 15161283 Total		251.50

78456 Total:		1,074.93
78492	09/24/2026	
Inv 15176815		
Line Item Date	Line Item Description	
09/17/2026	DPHD SENSORS	1,752.15
Inv 15176815 Total		1,752.15
78492 Total:		1,752.15
031421 - HACH COMPANY Total:		2,827.08
032012 - HEALTHY HOME PEST CONTROL		
78459	09/17/2026	
Inv 55367		
Line Item Date	Line Item Description	
08/24/2026	MONTHLY SERVICE	80.00
Inv 55367 Total		80.00
Inv 55398		
Line Item Date	Line Item Description	
09/08/2026	MONTHLY SERVICE	70.00
Inv 55398 Total		70.00
78459 Total:		150.00
032012 - HEALTHY HOME PEST CONTROL Total:		150.00
036210 - HYDE, KIM		
78398	09/03/2026	
Inv 042023		
Line Item Date	Line Item Description	
04/04/2023	PER DIEM OHIA OFFICER INVOLVED SHOOTING TRAINING	30.00
Inv 042023 Total		30.00
78398 Total:		30.00
036210 - HYDE, KIM Total:		30.00
037000 - INDUSTRIAL WELDING SUPPLY INC		
78399	09/03/2026	

Inv 00523832

Line Item Date	Line Item Description	
08/07/2026	OXYGEN, NITROGEN, ARGON, ACETYLENE	97.20
08/07/2026	OXYGEN, NITROGEN, ARGON, ACETYLENE	97.21

Inv 00523832 Total 194.41

78399 Total: 194.41

78463 09/17/2026

Inv 00525732

Line Item Date	Line Item Description	
08/31/2026	NITROGEN CYLINDER	5.00

Inv 00525732 Total 5.00

78463 Total: 5.00

037000 - INDUSTRIAL WELDING SUPPLY INC Total: 199.41

037021 - INGRAM LIBRARY SERVICES INC

78400 09/03/2026

Inv 98231137

Line Item Date	Line Item Description	
07/29/2026	AFIC, PO 278385, 278354, 278367, 287371, S/H	621.15
07/29/2026	YA PO 278364	16.03

Inv 98231137 Total 637.18

Inv 98288745

Line Item Date	Line Item Description	
07/31/2026	PO 278385, 278386, S/H	320.31

Inv 98288745 Total 320.31

Inv 98505036

Line Item Date	Line Item Description	
08/11/2026	PO 278367, 278371, 278306, 278389, S/H	559.03

Inv 98505036 Total 559.03

78400 Total: 1,516.52

037021 - INGRAM LIBRARY SERVICES INC Total: 1,516.52

038001 - INTERTECH

78401 09/03/2026

Inv 39637

Line Item Date	Line Item Description	
08/28/2026	CONFIGURE AND TEST BOARD, REPLACEMENT BOARD FO	3,613.50
Inv 39637 Total		3,613.50
78401 Total:		3,613.50

78464 09/17/2026

Inv 39641

Line Item Date	Line Item Description	
09/02/2026	HYPO TANK LEVEL TRANSMITTER	1,886.50
Inv 39641 Total		1,886.50

Inv 39642

Line Item Date	Line Item Description	
09/02/2026	REPLACEMENT HARDWARE FOR GRAVITY BELT BLDG	13,825.00
Inv 39642 Total		13,825.00
78464 Total:		15,711.50

78495 09/24/2026

Inv 39648

Line Item Date	Line Item Description	
09/15/2026	ENGINEERING SERVICES FOR REPLACEMENT OF VFD	824.50
Inv 39648 Total		824.50
78495 Total:		824.50
038001 - INTERTECH Total:		20,149.50

039049 - JTI SUPPLY INC

78498 09/24/2026

Inv 59125

Line Item Date	Line Item Description	
09/17/2026	VALVE, GASKET, BRUSHINGS	453.19
Inv 59125 Total		453.19
78498 Total:		453.19
039049 - JTI SUPPLY INC Total:		453.19

040625 - KNIFE RIVER CORPORATION - NORTHWEST

78403 09/03/2026

Inv 3437904

Line Item Date	Line Item Description	
08/06/2026	POTHOLE REPAIRS / PAVING	467.68
Inv 3437904 Total		467.68

Inv 6

Line Item Date	Line Item Description	
07/31/2026	PE 6	78,997.92
07/31/2026	PE 6	316,212.15
Inv 6 Total		395,210.07

78403 Total: 395,677.75

78499 09/24/2026

Inv 3445069

Line Item Date	Line Item Description	
08/26/2026	CITY POTHOLE PATCH / REPAIR WORK	461.54
Inv 3445069 Total		461.54

78499 Total: 461.54

040625 - KNIFE RIVER CORPORATION - NORTHWEST Total: 396,139.29

041981 - LEBANON ANIMAL HOSPITAL PC

78500 09/24/2026

Inv 466542

Line Item Date	Line Item Description	
09/18/2026	LPD #26-11507	402.75
Inv 466542 Total		402.75

78500 Total: 402.75

041981 - LEBANON ANIMAL HOSPITAL PC Total: 402.75

048532 - MARKOWITZ HERBOLD PC

78467 09/17/2026

Inv 91387

Line Item Date	Line Item Description	
09/10/2026	Legal Fees pertaining to Lawsuit with ACOE	844.25
Inv 91387 Total		844.25

78467 Total: 844.25

048532 - MARKOWITZ HERBOLD PC Total: 844.25

048851 - THE BUILDING DEPARTMENT LLC

78421 09/03/2026

Inv 6069

Line Item Date	Line Item Description	
08/24/2026	BUILDING INSPECTIONS	30,549.90

Inv 6069 Total 30,549.90

78421 Total: 30,549.90

048851 - THE BUILDING DEPARTMENT LLC Total: 30,549.90

049519 - MOTION INDUSTRIES INC

78501 09/24/2026

Inv CMOR21-00713097

Line Item Date	Line Item Description	
09/24/2026	CREDIT MEMO FOR OVER PAYMENT	-394.20

Inv CMOR21-00713097 Total -394.20

Inv CMOR21-00713219

Line Item Date	Line Item Description	
09/24/2026	CREDIT MEMO FOR OVER PAYMENT	-687.97

Inv CMOR21-00713219 Total -687.97

Inv CMOR21-00713821

Line Item Date	Line Item Description	
09/24/2026	CREDIT MEMO FOR OVER PAYMENT	-1,611.48

Inv CMOR21-00713821 Total -1,611.48

Inv R21-00725737

Line Item Date	Line Item Description	
08/13/2026	WWTP GLOVES	719.20

Inv R21-00725737 Total 719.20

Inv R21-00726533

Line Item Date	Line Item Description	
08/28/2026	CENTRIFUGAL PUMP PARTS	130.59

Inv R21-00726533 Total 130.59

Inv R21-00726592

Line Item Date	Line Item Description	
08/31/2026	GEARBOX REPAIR	48,778.99

Inv R21-00726592 Total 48,778.99

Inv R21-00727122

Line Item Date	Line Item Description	
09/10/2026	SHEAR KIT 12V FOR PVC CUTS	353.39

Inv R21-00727122 Total 353.39

Inv R21-00727456

Line Item Date	Line Item Description	
09/17/2026	ELECTRIC MOTORS	703.96

Inv R21-00727456 Total 703.96

78501 Total: 47,992.48

049519 - MOTION INDUSTRIES INC Total: 47,992.48

051545 - NATIONAL BUSINESS SOLUTIONS

78431 09/04/2026

Inv CM16215

Line Item Date	Line Item Description	
07/23/2026	LIBRARY CREDIT	-366.18

Inv CM16215 Total -366.18

Inv IN165323

Line Item Date	Line Item Description	
07/02/2026	JUNE PRINT/COPY CHARGES	286.08
07/02/2026	JUNE PRINT/COPY CHARGES	1.51
07/02/2026	JUNE PRINT/COPY CHARGES	407.06
07/02/2026	JUNE PRINT/COPY CHARGES	161.27
07/02/2026	JUNE PRINT/COPY CHARGES	3.76
07/02/2026	JUNE PRINT/COPY CHARGES	19.02
07/02/2026	JUNE PRINT/COPY CHARGES	24.30
07/02/2026	JUNE PRINT/COPY CHARGES	793.53
07/02/2026	JUNE PRINT/COPY CHARGES	63.25
07/02/2026	JUNE PRINT/COPY CHARGES	30.54
07/02/2026	JUNE PRINT/COPY CHARGES	24.72
07/02/2026	JUNE PRINT/COPY CHARGES	7.87
07/02/2026	JUNE PRINT/COPY CHARGES	35.43
07/02/2026	JUNE PRINT/COPY CHARGES	55.76

Inv IN165323 Total 1,914.10

78431 Total: 1,547.92

78502 09/24/2026

Inv IN168195

Line Item Date	Line Item Description	
09/04/2026	CDC Building & Planning	168.98
09/04/2026	PW Director	4.25
09/04/2026	HR	16.76
09/04/2026	Court	73.66
09/04/2026	Library	122.78
09/04/2026	WWTP	31.48
09/04/2026	Econ Dev, Recorder, ENG 1st Floor	83.63
09/04/2026	WTP	25.28
09/04/2026	Engineering 2nd Floor	36.83
09/04/2026	PW Maint. Crew	57.31
09/04/2026	Jail	19.02
09/04/2026	Senior Center	236.51
09/04/2026	Finance	16.91
09/04/2026	Police	418.95
Inv IN168195 Total		1,312.35

78502 Total: 1,312.35

051545 - NATIONAL BUSINESS SOLUTIONS Total: 2,860.27

052409 - NO DINX INC

78503 09/24/2026

Inv 51907

Line Item Date	Line Item Description	
09/16/2026	BUS #27	1,891.72
Inv 51907 Total		1,891.72

78503 Total: 1,891.72

052409 - NO DINX INC Total: 1,891.72

053410 - NORTHSTAR CHEMICAL INC

78410 09/03/2026

Inv 349284

Line Item Date	Line Item Description	
08/20/2026	SODIUM BISULFITE	4,623.80
Inv 349284 Total		4,623.80

78410 Total: 4,623.80

78470 09/17/2026

Inv 351160

Line Item Date	Line Item Description

09/08/2026	SODIUM HYPOCHLORITE	3,080.00
Inv 351160 Total		3,080.00

Inv 351752

Line Item Date	Line Item Description	
09/10/2026	SODIUM HYPOCHLORITE	3,080.00
Inv 351752 Total		3,080.00
78470 Total:		6,160.00

78504 09/24/2026

Inv 352063

Line Item Date	Line Item Description	
09/17/2026	ORGANIC CITRIC ACID SOLUTION	4,358.30
Inv 352063 Total		4,358.30
78504 Total:		4,358.30
053410 - NORTHSTAR CHEMICAL INC Total:		15,142.10

057618 - OREGON ASSOCIATION OF WATER UTILITIES

78472 09/17/2026

Inv 62590

Line Item Date	Line Item Description	
09/02/2026	MEMBERSHIP SEP. 2026-AUG 2027	1,600.00
Inv 62590 Total		1,600.00
78472 Total:		1,600.00
057618 - OREGON ASSOCIATION OF WATER UTILITIES Total:		1,600.00

057792 - OCCUPATIONAL MEDICINE DEPT

78471 09/17/2026

Inv 217969

Line Item Date	Line Item Description	
09/01/2026	DOTSON, D.	165.00
09/01/2026	WILLIAMS, J.	165.00
09/01/2026	WILLIAMSON, W.	165.00
Inv 217969 Total		495.00
78471 Total:		495.00

057792 - OCCUPATIONAL MEDICINE DEPT Total: 495.00

058517 - OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

78505 09/24/2026

Inv 160

Line Item Date	Line Item Description	
08/28/2026	Annual Dues	1,500.00
Inv 160 Total		1,500.00
78505 Total:		1,500.00

058517 - OREGON CASCADES WEST COUNCIL OF GOVERNMENTS Total: 1,500.00

068719 - ALBANY FORD INC

78443 09/17/2026

Inv 67858

Line Item Date	Line Item Description	
08/31/2026	LINX VAN 3 - CAP	54.44
Inv 67858 Total		54.44
78443 Total:		54.44

068719 - ALBANY FORD INC Total: 54.44

068777 - RIVERBEND MATERIALS

78474 09/17/2026

Inv 4180950

Line Item Date	Line Item Description	
08/19/2026	RALSTON PARK MEMORIAL - 925 PARK ST LEBANON	1,273.50
Inv 4180950 Total		1,273.50
78474 Total:		1,273.50

068777 - RIVERBEND MATERIALS Total: 1,273.50

075410 - SOUTH FORK INDUSTRIES INC

78476 09/17/2026

Inv 23277

Line Item Date	Line Item Description	
09/03/2026	HOT BOX - LABOR TO FAB HOSE ASSEMBLY, WIRE TOUGH	271.86
Inv 23277 Total		271.86

78476 Total: 271.86

075410 - SOUTH FORK INDUSTRIES INC Total: 271.86

081444 - BETTER PORTABLE TOILETS INC

78446 09/17/2026

Inv 65738

Line Item Date	Line Item Description	
08/31/2026	BOOTH PARK - WEEKLY SERVICE 8/3/26-8/30/26	140.00

Inv 65738 Total 140.00

Inv 65739

Line Item Date	Line Item Description	
08/31/2026	CHEADLE LAKE PARK 8/3/2026-8/30/2026	786.00

Inv 65739 Total 786.00

Inv 65740

Line Item Date	Line Item Description	
08/31/2026	SKATE PARK 8/3/2026-8/30/2026	118.00

Inv 65740 Total 118.00

Inv 65741

Line Item Date	Line Item Description	
08/31/2026	305 OAK ST 8/3/2026-8/30/2026	140.00

Inv 65741 Total 140.00

78446 Total: 1,184.00

081444 - BETTER PORTABLE TOILETS INC Total: 1,184.00

081500 - TRAFFIC SAFETY SUPPLY CO

78424 09/03/2026

Inv INV093680

Line Item Date	Line Item Description	
07/24/2026	V LOC, U BOLT, AND POST CAPS	1,024.56

Inv INV093680 Total 1,024.56

78424 Total: 1,024.56

081500 - TRAFFIC SAFETY SUPPLY CO Total: 1,024.56

082065 - TWGW INC

Check Number	Check Date
78425	09/03/2026

Inv 487597

Line Item Date	Line Item Description	
08/12/2026	ELECTRICAL CONNECTOR	24.95
Inv 487597 Total		24.95

Inv 488867

Line Item Date	Line Item Description	
08/24/2026	DOZER BATTERY BOLT	10.65
Inv 488867 Total		10.65

Inv 488966

Line Item Date	Line Item Description	
08/25/2026	LPD RADAR TRAILER - BATTERY AND CORE DEPOSIT	598.22
Inv 488966 Total		598.22

Inv 488968

Line Item Date	Line Item Description	
08/25/2026	MOWER TIRES TIRE SEALANT	11.04
Inv 488968 Total		11.04

Inv 489030

Line Item Date	Line Item Description	
08/26/2026	Windshield Wipers for Unit #67	28.92
Inv 489030 Total		28.92

Inv 489141

Line Item Date	Line Item Description	
08/27/2026	SWEEPER REPAIR	0.00
Inv 489141 Total		0.00

Inv 489163

Line Item Date	Line Item Description	
08/27/2026	LPD 26 - OIL FILTER	5.09
Inv 489163 Total		5.09

Inv 489196

Line Item Date	Line Item Description	
08/27/2026	HONDA BAIT CARE BELT	26.36
Inv 489196 Total		26.36

78425 Total: 705.23

Check Number	Check Date

78436 09/10/2026

Inv 371018

Line Item Date	Line Item Description	
09/01/2026	OIL UNIT 27	15.98
Inv 371018 Total		15.98

Inv 489698

Line Item Date	Line Item Description	
09/01/2026	MICRO TOWELS	4.11
Inv 489698 Total		4.11

Inv 489804

Line Item Date	Line Item Description	
09/02/2026	PD 27 - OIL FILTER AND COOLANT	59.79
Inv 489804 Total		59.79

Inv 490030

Line Item Date	Line Item Description	
09/03/2026	PAINT SPRAYER - HEADLIGHT SWITCH	19.91
Inv 490030 Total		19.91

Inv 490145

Line Item Date	Line Item Description	
09/04/2026	SWEEPER - CAP SCREW, CHAIN- ROLLER	74.02
Inv 490145 Total		74.02

78436 Total: 173.81

78480 09/17/2026

Inv 489520

Line Item Date	Line Item Description	
08/31/2026	PD HONDA BAIT CAR - AC COMPRESSOR KIT / CORE DEPO	202.06
Inv 489520 Total		202.06

Inv 489532

Line Item Date	Line Item Description	
08/31/2026	LPD 4 - BRAKE PAD, ROTOR	196.38
Inv 489532 Total		196.38

Inv 489838

Line Item Date	Line Item Description	
09/02/2026	EQUIPMENT TRAILER - ELECTRICAL ADAPTER	69.64
Inv 489838 Total		69.64

Inv 489840

Line Item Date	Line Item Description	
09/02/2026	LINX 19 - HEADLIGHTS	38.14

Inv 489840 Total 38.14

Inv 490032

Line Item Date	Line Item Description	
09/03/2026	GRADER - LIGHT	133.18
09/03/2026	RTV LIGHTS	2.00
09/03/2026	SIGN - BATTERIES	851.70

Inv 490032 Total 986.88

Inv 490144

Line Item Date	Line Item Description	
09/04/2026	CORE DEPOSIT REFUND ON #490032	-162.00

Inv 490144 Total -162.00

Inv 490229

Line Item Date	Line Item Description	
09/06/2026	BLADES; Unit 23	31.83

Inv 490229 Total 31.83

Inv 490379

Line Item Date	Line Item Description	
09/08/2026	P74 - OIL FILTER	5.09

Inv 490379 Total 5.09

Inv 490380

Line Item Date	Line Item Description	
09/08/2026	LINX 12 - FUSE	4.95

Inv 490380 Total 4.95

Inv 490443

Line Item Date	Line Item Description	
09/09/2026	PLUG TAP	8.49

Inv 490443 Total 8.49

Inv 490506

Line Item Date	Line Item Description	
09/09/2026	VACTOR - COUPLING	20.90

Inv 490506 Total 20.90

Inv 490880

Line Item Date	Line Item Description	
09/14/2026	PD 30 - WASHER FLUID, OIL FILTER	10.08

Inv 490880 Total 10.08

Inv 490898

Line Item Date	Line Item Description	
09/14/2026	LPD 25 - ENGINE MOUNT	106.31
09/14/2026	LPD 25 - OIL FILTER	5.09

Inv 490898 Total 111.40

78480 Total: 1,523.84

78510 09/24/2026

Inv 490909

Line Item Date	Line Item Description	
09/14/2026	WASHER FLUID	29.94

Inv 490909 Total 29.94

Inv 490957

Line Item Date	Line Item Description	
09/14/2026	BAIT CAR - CORE RETURN	-25.00

Inv 490957 Total -25.00

Inv 490978

Line Item Date	Line Item Description	
09/15/2026	LINX 19 - LIGHTS	36.87

Inv 490978 Total 36.87

Inv 490979

Line Item Date	Line Item Description	
09/15/2026	PD BAIT CAR - AC VALVE AND FUSE	21.10

Inv 490979 Total 21.10

Inv 491005

Line Item Date	Line Item Description	
09/15/2026	LPD 25 MOTOR MOUNT WARRANTY	-95.12

Inv 491005 Total -95.12

Inv 491026

Line Item Date	Line Item Description	
09/15/2026	LPD MOTORCYCLE - BATTERY	139.21

Inv 491026 Total 139.21

Inv 491054

Line Item Date	Line Item Description	
09/15/2026	PINS	11.78

Inv 491054 Total 11.78

Inv 491060

Line Item Date	Line Item Description	
09/15/2026	BAIT CAR - HARMONIC BALANCER	109.88

Inv 491060 Total 109.88

Inv 491097

Line Item Date	Line Item Description	
09/16/2026	PAINT SPRAYER - ANTIFREEZE	26.92
09/16/2026	SWEEPER - LIGHT	58.24

Inv 491097 Total 85.16

Inv 491099

Line Item Date	Line Item Description	
09/16/2026	LINX 22 - BALL JOINTS	217.20

Inv 491099 Total 217.20

Inv 491126

Line Item Date	Line Item Description	
09/16/2026	CODE ENFORCEMENT TRUCK - RADIATOR	195.43

Inv 491126 Total 195.43

Inv 491129

Line Item Date	Line Item Description	
09/16/2026	PAINT SPRAYER - OIL FILTER	10.86

Inv 491129 Total 10.86

Inv 491131

Line Item Date	Line Item Description	
09/16/2026	LINX 22 - BALL JOINT SET AND PRESS	376.91

Inv 491131 Total 376.91

Inv 491145

Line Item Date	Line Item Description	
09/16/2026	BAIT CAR - BATTERY, CORE DEPOSITS	73.84

Inv 491145 Total 73.84

Inv 491171

Line Item Date	Line Item Description	
09/16/2026	LINX 22 - BRAKE PADS ANDCALIPERS	375.73
Inv 491171 Total		375.73

Inv 491199

Line Item Date	Line Item Description	
09/16/2026	LINX 22 - WHEEL SEAL	27.50
Inv 491199 Total		27.50

Inv 491258

Line Item Date	Line Item Description	
09/17/2026	LINX 22 - BRAKE FLUID	8.99
Inv 491258 Total		8.99

Inv 491281

Line Item Date	Line Item Description	
09/17/2026	LPD 60 - RADIATOR	100.61
Inv 491281 Total		100.61

Inv 491299

Line Item Date	Line Item Description	
09/17/2026	LPD 60 - OIL FILTER	5.09
Inv 491299 Total		5.09

Inv 491517

Line Item Date	Line Item Description	
09/21/2026	LPD GENERATOR - ANTIFREEZE, HOSE CLAMP	22.70
Inv 491517 Total		22.70

Inv 491624

Line Item Date	Line Item Description	
09/21/2026	SPREADER TRAILER - BRAKE CHAMBER	41.16
Inv 491624 Total		41.16

78510 Total:	1,769.84
082065 - TWGW INC Total:	4,172.72

082099 - UDELL ENGINEERING & SURVEYING

78426 09/03/2026

Inv 18358

Line Item Date	Line Item Description

08/24/2026	PROJECT #11703	1,140.00
Inv 18358 Total		1,140.00
78426 Total:		1,140.00
082099 - UDELL ENGINEERING & SURVEYING Total:		1,140.00

083010 - UNIQUE MANAGEMENT SERVICES INC

78481 09/17/2026

Inv 6163934

Line Item Date	Line Item Description	
09/01/2026	PLACEMENTS	69.90
Inv 6163934 Total		69.90
78481 Total:		69.90
083010 - UNIQUE MANAGEMENT SERVICES INC Total:		69.90

086000 - VALLEY FIRE CONTROL INC

78437 09/10/2026

Inv 459858

Line Item Date	Line Item Description	
09/02/2026	EXTINGUISHER SERVICE AND MAINTRNANCE	355.00
Inv 459858 Total		355.00
78437 Total:		355.00
086000 - VALLEY FIRE CONTROL INC Total:		355.00

087724 - WAL-MART

78511 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted]. # 2025CRC01986	25.00
08/31/2026	RESTITUTION [redacted]. # 2025CRC0113	62.32
08/31/2026	RESTITUTION [redacted] - # 2013CRC000942	20.00
Inv Total		107.32
78511 Total:		107.32
087724 - WAL-MART Total:		107.32

089200 - WILCO

78439 09/10/2026

Inv 191436/P

Line Item Date	Line Item Description	
08/05/2026	FINISH BLADE, RATCHET, FASTENERS	167.58

Inv 191436/P Total 167.58

Inv 191440/P

Line Item Date	Line Item Description	
08/05/2026	BOLTS FOR PARKS SIGNS	35.84

Inv 191440/P Total 35.84

Inv 191519/P

Line Item Date	Line Item Description	
08/11/2026	SPRAYER FOR CONCRETE AT RALSTON PARK VETS MONU	46.99

Inv 191519/P Total 46.99

Inv 191534/P

Line Item Date	Line Item Description	
08/12/2026	SPREADER	139.99

Inv 191534/P Total 139.99

Inv 191551/P

Line Item Date	Line Item Description	
08/13/2026	MECHANICAL TOOL SET	204.00

Inv 191551/P Total 204.00

Inv 191572/P

Line Item Date	Line Item Description	
08/14/2026	PVC CAP SLIP	6.58

Inv 191572/P Total 6.58

Inv 191625/P

Line Item Date	Line Item Description	
08/19/2026	SHOVEL FOR INTAKE POND	99.98

Inv 191625/P Total 99.98

Inv 191628/P

Line Item Date	Line Item Description	
08/19/2026	GORILLA TAPE - RALSTON PARK VETS MONUMENT	21.98

Inv 191628/P Total 21.98

Inv 191661/P

Line Item Date	Line Item Description	
08/21/2026	ROLLER COVER FOR PARLSTON PARK CONCRETE VETS M(	16.17

Inv 191661/P Total 16.17

Inv 191710/P

Line Item Date	Line Item Description	
08/25/2026	NOZZLES FOR IRRIGATION	24.43

Inv 191710/P Total 24.43

78439 Total: 763.54

78513 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted]. #2021CRC0068/2022CR	10.00
08/31/2026	RESTITUTION [redacted] #2024CRC0354	25.00

Inv Total 35.00

78513 Total: 35.00

089200 - WILCO Total: 798.54

1000002 - FAITHFUL FRIENDS ANIMAL CLINIC LLC

78489 09/24/2026

Inv 20034

Line Item Date	Line Item Description	
09/09/2026	LPD CASE #26-10693	284.78

Inv 20034 Total 284.78

78489 Total: 284.78

1000002 - FAITHFUL FRIENDS ANIMAL CLINIC LLC Total: 284.78

1000218 - LT INVESTORS TWO LLC

78440 09/10/2026

Inv 31070

Line Item Date	Line Item Description	
04/10/2023	REFUND MR-23-01(PD-21-01)	500.00

Inv 31070 Total 500.00

78440 Total: 500.00

1000218 - LT INVESTORS TWO LLC Total: 500.00

1000309 - HOBBS, ADAM

78397 09/03/2026

Inv 91290190003253

Line Item Date	Line Item Description	
03/21/2024	REIMBURSE DUTY BOOTS	160.00

Inv 91290190003253 Total 160.00

78397 Total: 160.00

1000309 - HOBBS, ADAM Total: 160.00

1000414 - RAMOS, JESUS & CATHERINE

78507 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted]. #2023CRV0028	400.00

Inv Total 400.00

78507 Total: 400.00

1000414 - RAMOS, JESUS & CATHERINE Total: 400.00

1000439 - HEMPEL BACKFLOW TESTING LLC

78493 09/24/2026

Inv 21782

Line Item Date	Line Item Description	
09/17/2026	BACKFLOW TESTING - AUG 2026	2,975.00

Inv 21782 Total 2,975.00

78493 Total: 2,975.00

1000439 - HEMPEL BACKFLOW TESTING LLC Total: 2,975.00

1000522 - PUFALL, WILLIAM

78506 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted] # 2024TRM0017	100.00

Inv Total 100.00

78506 Total: 100.00

1000522 - PUFALL, WILLIAM Total: 100.00

1000550 - VARELA, CHARLES
78428 09/03/2026
Inv L0080509003

Line Item Date	Line Item Description	
08/31/2026	REFUND FOR CDL PERMIT FEE	40.00

Inv L0080509003 Total 40.00

78428 Total: 40.00

1000550 - VARELA, CHARLES Total: 40.00

1000686 - WATSON, DANIEL
78512 09/24/2026
Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted]. # 2024TRM0101	35.00

Inv Total 35.00

78512 Total: 35.00

1000686 - WATSON, DANIEL Total: 35.00

1000790 - WILLIAMS, DYLAN
78433 09/04/2026
Inv 082826

Line Item Date	Line Item Description	
[redacted]	[redacted]	[redacted]

Inv 082826 Total 135.53

78433 Total: 135.53

1000790 - WILLIAMS, DYLAN Total: 135.53

1000820 - JIMENEZ, JOSE
78496 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted] #2024TRM0085	200.00
Inv Total		200.00
78496 Total:		200.00
1000820 - JIMENEZ, JOSE Total:		200.00

1000874 - ALFA LAVAL INC.

78444 09/17/2026

Inv 284206573

Line Item Date	Line Item Description	
09/03/2026	INDUSTRIAL SAFETY SPRAY SYSTEM	7,782.85
Inv 284206573 Total		7,782.85
78444 Total:		7,782.85
1000874 - ALFA LAVAL INC. Total:		7,782.85

1000878 - ZOLL, MATTHEW

78516 09/25/2026

Inv [redacted]

Line Item Date	Line Item Description	
09/25/2026	[redacted]	123.16
Inv [redacted] Total		123.16
78516 Total:		123.16
1000878 - ZOLL, MATTHEW Total:		123.16

1000951 - SWALE ENVIRONMENTAL LLC

78418 09/03/2026

Inv 2026.152

Line Item Date	Line Item Description	
08/18/2026	Rodeo Industrial Site Delineation	895.00
Inv 2026.152 Total		895.00
78418 Total:		895.00

78517 09/28/2026

Inv 2026.146

Line Item Date	Line Item Description	
08/03/2026	Rodeo Industrial Site Delineation	20,946.30
Inv 2026.146 Total		20,946.30
78517 Total:		20,946.30

1000951 - SWALE ENVIRONMENTAL LLC Total: 21,841.30

1000974 - KLEINT, HELEN

78484 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted] # 2025CRV0035	100.00
Inv Total		100.00
78484 Total:		100.00

1000974 - KLEINT, HELEN Total: 100.00

1000984 - SPEX CERTIPREP LLC

78483 09/18/2026

Inv 532012

Line Item Date	Line Item Description	
06/12/2025	SIMPLE NUTRIENTS, LOW LEV RES CHLORINE, RESIDUE	643.00
Inv 532012 Total		643.00
78483 Total:		643.00

1000984 - SPEX CERTIPREP LLC Total: 643.00

1001017 - CAMPBELL, FRANK & CHERYL

78486 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted]. #2025CRC0408	625.00
Inv Total		625.00
78486 Total:		625.00

1001017 - CAMPBELL, FRANK & CHERYL Total: 625.00

1001064 - BEAMS, JENNA

78485 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted]. # 2023TRM0042	25.00
Inv Total		25.00
78485 Total:		25.00
1001064 - BEAMS, JENNA Total:		25.00

1001066 - FOLGER, RACHAEL

78392 09/03/2026

Inv None-082126

Line Item Date	Line Item Description	
08/21/2026	REIMBURSEMENT OF FUNDS FOR DNT GRANT PROGRAM :	3,400.00
Inv None-082126 Total		3,400.00
78392 Total:		3,400.00
1001066 - FOLGER, RACHAEL Total:		3,400.00

1001073 - ROSS, JASMINE

78413 09/03/2026

Inv 12558597

Line Item Date	Line Item Description	
08/30/2026	REFUND FOR CENTURY PARK RENTAL DUE TO PLAYGROU	50.00
Inv 12558597 Total		50.00
78413 Total:		50.00
1001073 - ROSS, JASMINE Total:		50.00

1001075 - MEANS, HEATHER

78430 09/04/2026

Inv 08/29/2026

Line Item Date	Line Item Description	
09/04/2026	[redacted]	7,542.56
Inv 08/29/2026 Total		7,542.56
78430 Total:		7,542.56

1001075 - MEANS, HEATHER Total: 7,542.56

1001079 - IDEX HOLDINGS, INC

78494 09/24/2026

Inv INV0064040

Line Item Date	Line Item Description	
09/03/2026	WinCan Renewal FY27	4,708.33
09/03/2026	WinCan Renewal FY28	941.67

Inv INV0064040 Total 5,650.00

78494 Total: 5,650.00

1001079 - IDEX HOLDINGS, INC Total: 5,650.00

1001080 - SUMMIT FACILITY SERVICES LLC

78479 09/17/2026

Inv 1206730

Line Item Date	Line Item Description	
07/23/2026	Carpet Cleaning	399.00

Inv 1206730 Total 399.00

78479 Total: 399.00

1001080 - SUMMIT FACILITY SERVICES LLC Total: 399.00

1001082 - ZACHARY, DANA

78442 09/14/2026

Inv [redacted]

Line Item Date	Line Item Description	
09/11/2026	[redacted]	2,648.67

Inv [redacted] Total 2,648.67

78442 Total: 2,648.67

1001082 - ZACHARY, DANA Total: 2,648.67

1001084 - NOEL COLIN-MEDINA

78469 09/17/2026

Inv 09172026PARK

Line Item Date	Line Item Description	
09/17/2026	REFUND FOR PARK SHELTER CHANGE- FROM B TO A CAN(	40.00

Inv 09172026PARK Total 40.00

78469 Total: 40.00

1001084 - NOEL COLIN-MEDINA Total: 40.00

1001085 - JOSHUA SIM

78497 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted]. # 2021TRM0024	100.00

Inv Total 100.00

78497 Total: 100.00

1001085 - JOSHUA SIM Total: 100.00

1001086 - CASCADE RIGGING INC

78487 09/24/2026

Inv 40126

Line Item Date	Line Item Description	
09/02/2026	HANDRAIL REPAIR - NEX NUTS	28.00

Inv 40126 Total 28.00

78487 Total: 28.00

1001086 - CASCADE RIGGING INC Total: 28.00

1001090 - IVY COVARRUBIAS

78514 09/25/2026

Inv [redacted]

Line Item Date	Line Item Description	
09/25/2026	[redacted]	907.80

Inv [redacted] Total 907.80

78514 Total: 907.80

1001090 - IVY COVARRUBIAS Total: 907.80

1001091 - Jessie Trujillo

78515 09/25/2026

Inv [redacted]

Line Item Date	Line Item Description	
09/25/2026	[redacted]	907.80

Inv [redacted] Total	907.80
78515 Total:	907.80
1001091 - Jessie Trujillo Total:	907.80

990162 - FARMWORKER HOUSING DEV CO

78390 09/03/2026

Inv 022023

Line Item Date	Line Item Description	
02/14/2023	REFUND 1" IRRIGATION & 1" WATER SDC/IRRIGATION MET	425.00
02/14/2023	REFUND 1" IRRIGATION & 1" WATER SDC/IRRIGATION MET	6,414.23
02/14/2023	REFUND 1" IRRIGATION & 1" WATER SDC/IRRIGATION MET	36.77
Inv 022023 Total		6,876.00
78390 Total:		6,876.00
990162 - FARMWORKER HOUSING DEV CO Total:		6,876.00

998828 - SIDERS, TARI

78508 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTUTIOTN [redacted] #2020CRV0027	50.00
08/31/2026	RESTITUTION [redacted]. #2008CRC000041	13.00
Inv Total		63.00
78508 Total:		63.00
998828 - SIDERS, TARI Total:		63.00

999824 - ERICKSON, RICK

78488 09/24/2026

Inv

Line Item Date	Line Item Description	
08/31/2026	RESTITUTION [redacted]. #1997TRM000316	25.00
Inv Total		25.00
999824 - ERICKSON, RICK Total:		25.00
Total:		642,316.20

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MEMORANDUM

Human Resources

To: Ron Whitlatch, City Manager
From: Angela Solesbee, HR Director
Subject: Department Update for City Manager Report

Date: October 26, 2026

- Recruitment:
  - No requisitions currently posted.

- Benefits:
  - Open Enrollment closed on October 23rd. While OE was not mandatory for 2027, employees were strongly encouraged to enter the system and review their elections. We had 81% participation with 93 of 115 employees reviewing/changing their enrollments for 2027.

- Classification and Compensation:
  - AFSCME Market Revies, Classification review, and Salary Schedule changes will be completed by November 4th and discussions with AFSCME regarding the results will occur on November 10th during LMC.

- Training and Development:
  - October All Employee training – Discrimination-Free Workplace
    - *Incomplete for 33 employees as of 10/26*
  - October Safety training – Cold Weather Safety
    - *Incomplete for 36 employees as of 10/26*
  - November All Employee training – Cybersecurity – Securing your Devices
  - November Safety training – Blood Borne Pathogens (BBP)

- Performance Management:
  - Discussions regarding moving to electronic evaluations with AFSCME underway.
  - Discussions with Teamsters will commence after finalization of AFSCME process and roll out.
  - Non-Union employee group has moved away from performance evaluations and implemented Performance Goals.

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MEMORANDUM

Information Technology Services

To: Ron Whitlatch, City Manager
From: Brent Hurst, IT Director
Subject: IT and GIS Department Report – October 2026

Date: October 27, 2026

IT

- Working on Water Treatment Plant and Wastewater Treatment Plant upgrades and planning as requested.
- OpenGov ERP migration project continues.
- Assisting City Recorder to update the meeting and minute agenda software. This project is to be completed in November.
    - This same process is under way for the Lebanon Fire District with the support of our IT staff as well.
- Assisting Police with patrol system upgrades continue.
- Assist HR with onboarding and offboarding employees by request. (Both City and LFD)
- Weekly and monthly security and vulnerability patches were completed.
- Completed monthly public meeting streams on behalf of multiple departments.
    - If you would like to see recordings of our public meetings or view upcoming meetings, visit https://www.youtube.com/@CityofLebanonOR
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- Prep for the Annual Water Flush has begun in tandem with the Public Works department.
    - Review previous field notes, located and painted meters, etc.
- Continued ArcGIS Online and Portal Infrastructure Updates.
- ArcGIS Online field update integration with Public Works staff.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.

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MEMORANDUM

Lebanon Public Library

To: Mayor, City Council, City Manager

Date: October 20, 2026

From: Kendra Antila, Library Director

Subject: Manager's Report

- The Friends of the Library were awarded a $2,000 grant from the Siletz Tribal Charitable Contribution Fund to purchase new books to be given out as prizes for the 2027 Summer Reading Program.
- The Library will cohost a Lebanon Museum presentation by A. K. Dugan on the *Long and Storied Life of the Lebanon Express* on Tuesday, November 3rd at 3pm.
- With funding from the Braemar Charitable Trust, we have worked with Oregon Corrections Enterprises to redesign the kiosk tops for the StoryWalk, making them more water resistant. The new tops will be installed this fall.

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MEMORANDUM

Police Department

To: City Council Date: October 22, 2026

From: Chief Frank Stevenson

Subject: October Monthly Report

- For the partial month of October 2026, the Patrol Division had approximately 1,046 calls for service, made 37 arrests, conducted 258 traffic stops, issued 66 citations, and wrote 42 case reports.
- The Detectives Division remains busy, and staff members continue to process complex cases. This past month, detectives were assigned three (3) new cases and made two (2) arrests. Detectives reviewed a total of thirty-five (35) Department of Human Services (DHS) referrals for possible child abuse. The division actively assisted Patrol units during operational downtime.
- We are excited to share a major update regarding our team's operational capabilities. We have officially picked up our newest service canine from the breeder, and K9 Zeek is now attending his specialized training program along with his handler.
- Community Services staff members Albanese and Johnson, together with Patrol team members, have continued to conduct extra patrols throughout our parks system. Their efforts aim to reduce unwanted activities, such as ordinance violations and trespassing, while also providing community outreach. Collectively, they responded to 163 calls for service, which included animal-related incidents, city park patrols, private-business trespasses, abandoned or suspicious vehicles, and parking complaints.
- Two Peer Court sessions were held this month for minors following referrals from the Lebanon Municipal Court (one for using a cell phone while driving and the other was for failure to obey a stop sign).
- Our Community Services staff held a Traffic Safety class for 11 individuals addressing driving offenses (10 cell phone violations and one seatbelt violation), with four non-compliant cases returned to the courts.
- The team successfully secured a $4,000 grant for December’s upcoming Shop-With-A-Cop event. The program has seen 39 applications submitted so far.
- There were no pursuits, Narcan deployments or uses of force to report this month.

Please do not hesitate to ask if you have any questions about this summarization.

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MEMORANDUM

Public Works

Date: October 27, 2026

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – November 2026

A. Collections (Sanitary-Storm):

- Mowing Collections R.O.W.'s and Ditches
  - Maintenance mowing and weed eating.
- Manholes:
  - Manhole frame repair put on hold due to other projects.
- Sewer Mains:
  - Cleaned and video inspected high flow sanitary mains.
  - Cleaned 1050 feet and video inspected 576 feet of sanitary sewer main line.
  - Flushed low flow, dead-end sewer mains.
- Sewer Laterals:
  - Located several sanitary laterals in the areas of current construction jobs.
  - Assisted 5 customers with sewer lateral issues.
  - Video inspected 300 Feet of sanitary sewer laterals.
  - Met with customer regarding metered well inquiry.
  - Conducted 0 sewer lateral replacement investigations.
    - 0 -entered program
    - 0 -not eligible or did not require replacement
    - 0 -working with customer to gather more information/waiting on their application
    - 0 -Post replacement inspections completed.
  - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
  - Inspected ditch inlets and culverts to ensure storm water flow and removed debris.
  - Cleaned several catch basins in the downtown core.
- Special projects:
  - Completed monthly equipment inspections and preventive maintenance to maintain system reliability.
  - Re-channeled ditch and sloped it for new sub-division.
  - Reviewed construction plans.
  - Investigated and repaired unknown conduit at S. Main Road and Walker Road.
  - Assisted the Lebanon Community Pool staff with refilling the pool.
  - Assisted with maintenance at the WWTP.
  - Assisted with several water leaks, concrete jobs, and street paving projects.

- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Checked Gill's Landing Pump Station and pump operation.

B. Parks:

- Continued mowing.
- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleared of leaves and other debris on a weekly basis.
- Additionally, there has been a rise in daily vandalism and trash collection, which has extended the time required for crews to clean restrooms and carry out trash collection.
- Gills Landing
  - There were 40 RV park reservations for the month of October.
  - There were 4 shelter rentals for the month of October.

C. Streets:

- Swept (6) days.
- Signs / Banners:
  - Put up fall banners downtown
  - Raised and lowered flags per state orders.
  - Set-up road construction signs for construction detours.
  - Set out and picked up reader boards for Oak St. closure and Grant St. project.
  - Repaired 2 signpost and signs
  -
- Street Repairs:
  - Finished painting yellow curbs
  - Burned new RXR crossing thermal on Oak St.
  - Burned in new thermal stop bars
  - Patched potholes with cold mix
  - Completed dig outs and prep work for Oregon Asphalt to complete paving repairs.
- ROW Clean-Up:
  - Picked up apartment trash left on the street per Police Department
  - Cleaned broken glass on the streets twice
- Trimmed trees blocking STOP signs and School Zone signs
- Hauled rock for the soccer field project on Weirich Dr.

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for September 2026
- Flow for the month of September averaged 1.09 MGD with a peak of 1.63 MGD and a total of 32.57 MG
- Effluent Pump #3 (20hp) rebuild installed and ready for use
- Finished biosolids application on Morgan's field and started Sommers
- TWAS pump returned after rebuild, in storage shed as spare

E. Water:

- Locating and service order request. “Read’s and on/off’s, Leak checks, Customer Service.”
- Meter reading.
- Routine sampling, Along with DBP’s, TTHM, HAA5’s this month.
- Reviewed and inspected backflow abandonments.
- Tested backflow devices.
- Changing out system meters.
- Recorded large meters that need maintenance and repair, collected cost estimates scheduling.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	78.49 MG
Finish Water Produced	69.59 MG
Water Sent to Cheadle Lake	0.00 MG

Water Quality					
Finish Chlorine			**CT Basin Turbidity**		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.86	1.45	1.19	0.019	0.023	0.020
Finish pH			**Raw Turbidity**		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.73	8.25	7.73	2.43	9.06	4.73

- Completed Sanitary Survey
- Profibus parts ordered
- Getting ready for the drawdown

MEMORANDUM

Senior Services & LINX Transit

Date: November 1, 2026

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX Transit & Senior Center Report

LINX Transit:

LINX Transit continues to be closed on Saturdays, through December 2026.

The Linn County Transportation Advisory Committee (TAC) met two times in October to discuss Statewide Transportation Improvement Fund (STIF) applications that were previously submitted to Linn County, for the FY2027-29 biennium. Grant application requests exceeded the anticipated funding available to Linn County providers for the FY2027-29 biennium. The Linn County TAC had much discussion about the best way to allocate funds and has made a recommendation for funding that will be forwarded to the Linn County Board of Commissioners, at an upcoming meeting.

Oregon Department of Transportation STIF Discretionary Grant awards for FY2027-28 will be announced in mid-January 2027.

Oregon Department of Transportation STIF Discretionary Grant solicitations for FY2028-30 biennium will be open to start applying in January 2027.

Senior Center:

Senior Center and LINX staff participated in a local networking opportunity, hosted by Oregon Cascades Council of Governments (COG). It was a great opportunity for staff to connect with other providers to gain additional knowledge of local services available to support seniors and those with disabilities in our community. COG staff routinely refer seniors to LINX and the Senior Center for transportation, educational and social opportunities, and more! Many medical providers refer seniors to partake in our evidence-based exercise programs to improve and maintain balance, strength and flexibility. Our missions are very similar, aiming to offer services and support for aging well, maintaining independence, fostering social opportunities, offering life long learning programs, improving health, advocacy, and so on.

Open Enrollment for Medicare supplemental plans is in full swing. Our year-round partnership with SHIBA (Senior Health Insurance Benefit Assistance) is a valuable free resource to seniors in our community that offers an unbiased look into information surrounding health care costs. Prior to the beginning of Open Enrollment, SHIBA held three presentations at the Senior Center to share about plan changes and things to know for the 2027 calendar year. The sessions were well-attended and we hope many in our community are more prepared to select the best options to meet their healthcare needs. There are additional opportunities to make appointments with SHIBA volunteers for one-on-one appointments and attend presentations from local insurance brokers at the Senior Center, as well.

We are excited to be connecting 14 seniors with a class of 8th graders from East Linn to take part in being interviewed for the 8th graders intergenerational writing narrative assignment. Students will be interviewing a senior and trying to identify things they may have in common with them about growing up. Of course, they will spot some differences, too. Even though time periods of growing up may have different technology, toys and social norms there are some similar experiences we may all encounter as we grow up. Intergenerational programs provide opportunities for enrichment, connection and a sense of contribution, for both groups.

EXECUTIVE SESSION ANNOUNCEMENT

Meeting Information

Executive Sessions are closed to the public. There will be no live-stream of this meeting.

Executive Session Announcement

The Lebanon City Council will now meet in Executive Session.

Per ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (City Manager)

Per ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (City Attorney)

Official representation of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during Executive Session, except to state the general subject of the session as previously announced. No formal actions may be taken in Executive Session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

Adjournment