



LEBANON CITY COUNCIL REGULAR MEETING AGENDA

September 09, 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 – September 9, 2026
- 2. BOARD MINUTES:** Library Advisory Committee - June 9, 2026
- 3. COUNCIL MINUTES:** Work Session, Regular Session and Executive Session - August 12, 2026
- 4. EASEMENT:** Public Access and Utility Easement for City of Lebanon Waterline and Fire Hydrant - 50 Market Street

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

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PUBLIC HEARING(S)

- 5. Ordinance Bill No. 2026-08, Ordinance No. 3050 - A Bill for an Ordinance Vacating Public Right-of-Way on Walker and Airway Roads**

6. Resolution No. 2026-17 - A Resolution to Amend Fees and Charges for Administration and Enforcement of the Building Code Program

REGULAR SESSION

7. Resolution No. 2026-19 - A Resolution Authorizing an Application for the 2026 Business Oregon Community Development Block Grant for the Library Children's Room Expansion, Committing Matching Funds, and Delegating Authority to the City Manager to Sign Related Documents
8. Resolution No. 2026-20 - A Resolution Authorizing the Application for the 2026 Business Oregon Regional Infrastructure Fund Grant for Public Infrastructure Improvements Supporting the Western University of Health Sciences Oregon Campus Expansion in Lebanon, OR.
9. Resolution No. 2026-21 – Adopting an Updated Public Records Policy, Including Reasonable Measures for Public Records Requests
10. Resolution No. 2026-22 - A Resolution Authorizing an Interfund Transfer to Cover Streetlight Replacement Project
11. Ordinance Bill No. 2026-07 - Ordinance No. 3049 - A Bill for an Ordinance Amending Chapter 8.10 of the Lebanon Municipal Code Titled "Noise Regulations" by Restricting the Use of Refrigeration Units in Residential Areas.
12. Old Library Building - Future Use and Long-Term Lease Option
13. Legislative Priorities FY 2027-2028
14. FY26 Year End Status Update
15. **Department Report**

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) *October 14, 2026. A reminder that the November meeting will be held on November 4, 2026.*

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

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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.



**Minutes
Lebanon Public Library
Advisory Group Meeting
June 9, 2026**

The meeting was called to order at 4:34 p.m.

Present: Kendra Antila (Director), Vandy Roadifer (Friends Representative), Russ Fish, Kristine Hunt, Lorelai Fosselman, Denice Lee, Jennifer Moody

Minutes of the April meeting were approved as presented.

Library Director's Report: Kendra presented monthly and year-to-date statistics. Members were updated on the status of the children's room expansion capital campaign. The library was awarded \$12,536.89 from the Braemar Charitable Trust. The funds will be used for public seating, replacement kiosks for the StoryWalk, giveaway books and book bags for the 1000 Books Before Kindergarten program, a wireless lapel microphone and portable speaker system, Wonderbooks, audiobooks, and much more. The Summer Reading program kicks off this week with a performance by Twisty the Great. Finally, the library will unfortunately no longer be utilized as a pickup site for free summer meals for children. Instead, the sites will be Riverview, Cascades and Pioneer schools.

Friends of the Library Report: The Friends have raised \$32,718.43 since July 1st and are just \$1,641 away from exceeding the amount raised last fiscal year. New officers were elected for the coming July 2026 – June 2028 term. New officers will be Nancy Ballard/President, Vandy Roadifer/Vice-President, Kristine Hunt/Secretary, and Dale Hall/Treasurer. They will be accepting a large donation of children's materials soon. The next book sale is Saturday, June 20th from 9am-3pm.

New Business: None

Unfinished Business: Members approved the Memorandum of Understanding. The MOU will now be reviewed by the City Attorney.

Public Comments: None

Announcements: None

The meeting was adjourned at 4:58 p.m. The next meeting will be August 11th at 4:30pm.

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 Kendra Antila at (541) 258-4232.



LEBANON CITY COUNCIL WORK SESSION, REGULAR MEETING AND EXECUTIVE SESSION MINUTES

August 12, 2026 at 5:00 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

5:00 PM – CALL TO ORDER WORK SESSION

City of Lebanon Work Sessions are less formal meetings that enable the Council to focus on and explore in detail a topic with staff and/or consultants. Like regular Council meetings, citizens are encouraged to attend and observe work sessions. Unlike regular Council meetings, work sessions do not include public hearings or other opportunities for citizen comments. Should action be required, that topic would be brought back to the next available regular session, at which time citizens would have the opportunity to comment before a formal action is taken.

DISCUSSION ITEMS

1. Strategic Plan Update FY 2025-2029

City Manager Ron Whitlatch provided the Council with a mid-year update on the City's 2025–2029 Strategic Plan, reporting that nine action items have been completed, 32 are in progress, five have not yet started, and two are on hold. He stated that overall, he feels the City remains on track, although several major projects and limited staff capacity have required some priorities to be delayed. The update focused on the Council's eight priority areas, including the wastewater treatment plant upgrade, municipal jail reopening, higher education service fees, Champion Mill redevelopment, library expansion, downtown revitalization, succession planning, legislative advocacy, and solar projects.

Significant progress is being made on the wastewater treatment plant upgrade, with design work underway and the City's Clean Water State Revolving Fund loan application submitted. Staff hope to begin construction next summer, although environmental review requirements may affect the timeline. The municipal jail levy measure has been accepted for the November ballot, with the next steps focused on providing factual public information and awaiting the election results. The City has also begun exploring options for charging higher service fees to major higher education institutions that are exempt from property taxes, although no specific proposal has yet been developed.

Work is continuing on the Champion Mill Brownfield redevelopment through sewer, transportation, economic, and environmental studies. Additional environmental testing may be

required, and staff will continue coordinating with DEQ, consultants, and property owners. The library expansion project is also moving forward, with a grant application being prepared and a Council resolution expected in September to authorize local matching funds and the grant application. The City has completed 100% design plans and believes the project will be highly competitive for funding, with grant results anticipated in December.

Several priorities are in earlier stages or have been delayed. Downtown revitalization and Highway 20 commercial corridor planning will require additional staff time and code work. The City is working to formalize its succession planning efforts and is preparing for advocacy and lobbying related to the 2027 legislative session. Solar projects are currently on hold because the City lacks capital for grant matches and several City building roofs are nearing the end of their useful lives, making installation impractical until roof replacements occur.

Other Strategic Plan items have been delayed due to funding or staffing limitations. Expansion of transit service is on hold pending future biennial funding, and a proposed parks and recreation district partnership remains on hold because previous analysis found it financially infeasible. The City has completed development of online financial communication tools and enhanced employee training resources. Business continuity planning and improvements to facility use processes have not yet begun and will need to be scoped and prioritized.

Whitlatch explained that staff resources are currently heavily focused on several major projects, including the municipal jail, wastewater treatment plant, library expansion, Champion Mill redevelopment, two major roadway projects, downtown and Cheadle Lake Park projects, the financial, permitting, and asset management software implementation, the 2027 legislative session, Senior Center improvements, and sanitary and drainage SDC updates. He noted that the City is using temporary staff and interns where appropriate, but budget limitations make hiring additional permanent staff difficult. He expressed hope that the new software system will eventually create significant efficiencies throughout the organization.

The Council also discussed wetlands mitigation and its impact on economic development. Whitlatch explained that the City is working with regional partners, consultants, and legislators to explore a more effective approach to wetlands mitigation, including possible legislation. He emphasized that the lack of available and affordable mitigation options can make industrial and other development prohibitively expensive and remains a significant challenge for attracting businesses and supporting economic growth. Overall, Whitlatch said he is encouraged by the City's progress and believes the Strategic Plan continues to guide staff priorities, even though some action items may need to be postponed as resources are directed toward more immediate and resource-intensive projects.

2. Legislative Priorities FY 2027-2028

Sean Tate of Tate Public Affairs presented his recommendations for the City Council's League of Oregon Cities legislative priorities ballot. He explained that he reviewed the League's proposed policy areas and compared them with the City's adopted 2026–2027 legislative priorities. He emphasized that the Council's selections for the League ballot would not change or replace the City's own legislative priorities but would help inform the issues the League of Oregon Cities may choose to prioritize.

Tate recommended that the Council support five policy areas: infrastructure funding, the 2027 transportation package, Administrative Procedures Act reform, full funding and streamlining for housing production, and land availability and land use streamlining. He explained that these recommendations were selected because they either directly address issues identified by the City or could help address City priorities indirectly. He also discussed the importance of monitoring the transportation package and advocating for Lebanon to receive its fair share of transportation funding.

Tate provided an update on preparations for the 2027 legislative session, noting that legislative concepts would begin to emerge during September Legislative Days and that the bulk of proposed legislation would likely become available between September and

November. He also discussed ongoing work related to wetlands mitigation, including meetings with a wetlands consultant and other municipalities. He noted concerns regarding inconsistencies and potentially arbitrary agency decisions and stated that the City is working to build a coalition to discuss these issues with the Legislature and potentially pursue policy changes.

Council members were asked to submit their selections for their top five League of Oregon Cities priorities. The results would be compiled and brought before the Council at its September 9 meeting for discussion and consensus before the City's selections are submitted to the League.

ADJOURN WORK SESSION

The Work Session adjourned at 5:36 PM.

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6 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
 Finance Director Brandon Neish
 Development Services Director Shana Olson
 City Attorney Tre' Kennedy
 Chief of Police Frank Stevenson
 IT Administrative Assistant Erin Gomez
 HR Director Angela Solesbee
 City Recorder Julie Fisher

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 – August 12, 2026
- 2. BOARD MINUTES:**
 - Planning Commission - June 17, 2026
 - Senior & Disabled Services Advisory Committee - January 21 & April 15, 2026
- 3. COUNCIL MINUTES:** Regular Meeting July 7, 2026

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

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Brian Bradburn complained about overnight noise from refrigerated truck generators parked near his neighborhood on 12th Street. He stated that the generators run for extended periods, disrupting residents' sleep and affecting his ability to work from home. Council discussed reviewing the City's existing truck parking regulations and possible options to address the issue.

Rita Olson submitted a letter read by the City Recorder which expressed dissatisfaction with Republic Services after being charged approximately \$200 for the removal of tree branches that she stated took about 10 minutes to complete. She questioned the reasonableness of the charge and expressed concerns regarding the first employee's handling of the service request.

PUBLIC HEARING(S)

4. Public Hearing to consider Comprehensive Plan and Zone Map Amendments, Planned Development and Subdivision on Stoltz Hill & Walker Roads - Ordinance Bill No. 6, Ordinance No. 3048.

The Mayor opened the quasi-judicial public hearing at 6:18 PM. The City Attorney reviewed the applicable hearing procedures and decision criteria. Council members were asked to disclose any ex parte contacts, conflicts of interest, or bias, and no declarations were made. Development Services Director Olson presented the staff report and recommended approval of the Comprehensive Plan Map Amendment and Zone Map Amendment. The applicant presented the proposed Emerald Crossing development and addressed the applicable approval criteria. There were questions regarding the airport overlay requirements and potential racetrack noise impacts which are outside of the decision criteria.

No testimony was provided in favor, opposition, or neutral to the application. The applicant provided brief rebuttal and requested approval. The Mayor closed the public hearing at 7:03 PM and Council discussed the proposal, focusing on the development criteria and the condition requiring disclosure to future property owners regarding the nearby racetrack. Council then voted to approve Ordinance No. 3048, amending the Comprehensive Plan Map and Zoning Map for Tax Lots 2300 and 2305 to establish a mixed-use designation.

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

REGULAR SESSION

5. Approval to Award - Twelfth Street Extension and Realignment Contract - Project 26702

City Manager Whitlatch presented a \$418,000 engineering design contract with Udell Engineering for the Twelfth Street Extension and Realignment project. The project includes transportation improvements associated with the Emerald Crossing development and the City's Transportation System Plan, including the extension and realignment of Twelfth Street, improvements to Airport Road and Walker Road, and a future traffic signal at Twelfth Street and Airport Road. The project also includes the proposed closure of Stoltz Hill Road at Wasom Street and realignment of Twelfth Street to provide the primary through route. Staff recommended approval of the contract. Council approved the contract with Udell Engineering.

Motion made by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 3 Salvage.
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

6. Additions to the Grant and Sherman Full Street and Utility Reconstruction Project 25705

City Manager Whitlatch requested approval of an additional \$360,000 for the Grant and Sherman Full Street and Utility Reconstruction Project. The additional funding will allow for the replacement of sidewalks, curbs, and gutters along Grant Street from Park Street to Third Street, as well as additional sanitary sewer and storm drainage work. The original construction contract was awarded for approximately \$2.84 million, with \$3.3 million budgeted and appropriated for the project. Council approved the additional \$360,000 expenditure.

Motion made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Workman.

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

7. Consensus for Potential Surplus Property - Discussion/Consensus Only

The City Manager requested Council consensus to begin the process of evaluating several City-owned parcels located south of the South Santiam River for potential surplus. Staff has determined that the property, which is located outside the City limits and urban growth boundary, is no longer needed for a public or utility purpose. The property was originally acquired for a proposed wastewater project that was not completed.

The City Manager explained that staff would combine and adjust property lines as appropriate, obtain an appraisal and survey, and later return to Council to formally begin the statutory surplus property process. Council discussed the property's potential future use for parks or trails, access challenges, wetlands and flooding, potential liability and maintenance costs, and interest from potential purchasers. Council reached consensus for staff to proceed with the preliminary work necessary to evaluate and prepare the property for potential surplus.

8. Resolution No. 2026-18 A Resolution Amending Fees and Charges for City Services and Repealing Exhibit A "Fee Schedule" of Resolution No. 2025-05

Finance Director Neish presented Resolution No. 2026-18, updating the City's annual fee schedule. He explained that most of the changes focused on public records fees, with the goal of improving transparency and removing fees for records that can be easily provided. The updates also clarify that the City may recover its actual costs for materials, such as flash drives, when necessary. Most other fees remain unchanged.

Motion made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 3 Salvage.

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

9. Department Reports

The City Manager reported that there were no significant updates and asked Council to consider rescheduling the November 11 meeting due to the Veterans Day holiday. Council agreed to cancel the November 11 meeting and hold a special meeting on November 4 instead.

ITEMS FROM COUNCIL

The City Attorney reported that he had researched regulations addressing noise from refrigerated truck and trailer units and found that some cities, including Newport, have adopted specific regulations for this issue. He stated that the current noise ordinance does not adequately address the situation and discussed concerns about the significant noise and vibration generated by refrigerated units near residential areas. Based on Council comments, he indicated that he would bring forward a proposed amendment to the noise ordinance at the next meeting to specifically address the issue.

PUBLIC/PRESS COMMENTS

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

There were no items from the public or press.

NEXT SCHEDULED COUNCIL MEETING(S): September 9, 2026 at 6PM.

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.

10. Per ORS 192.660(2)(d) To conduct deliberations with persons designated by the Council to carry on labor negotiations.

The Executive Session began at 7:40 PM. The City Attorney read the Executive Session announcement. There were no decisions made during the Executive Session.

REGULAR SESSION

The City Council reconvened into regular session.

11. Association Federation of State, County and Municipal Employees (AFSCME) Contract

City Manager Ron Whitlatch summarized the key provisions of the proposed Collective Bargaining Agreement (CBA), including wage adjustments of 3% to 5% based on CPI-W, with an additional 1% adjustment if the applicable CPI-W is 6% or higher. Other significant changes include adoption of a 16-grade salary structure with 5% between grades; classification restructuring and a market review of all employee positions effective January 1, 2027; revisions to sick leave accumulation limits; provisions addressing PERS retirees who return to work in the same classification; and new drug and alcohol testing provisions for safety-sensitive employees. The agreement term is July 1, 2026, through June 30, 2029. Staff recommended approval of the agreement.

Motion made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 McClain.

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

ADJOURNMENT

The meeting adjourned at 8:00 PM.

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Engineering Services
925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4923
FAX: 541.258.4954

www.lebanonoregon.gov
engineering@lebanonoregon.gov

MEMORANDUM

Date: August 27, 2026

To: Shana Olson, Development Services Director

From: Kolson Shanks, Project Manager

Subject: Public Access and Utilities Easement - 50 Market Street

BACKGROUND

The development at 50 Market Street (planning file AR-25-04, VAR-25-04) includes a waterline and fire hydrant that was constructed on private property. Although the improvements are situated outside of the public right-of-way, the waterline serving the fire hydrant and the fire hydrant itself are public improvements that will be owned, operated, and maintained by the City.

A Public Access and Utilities Easement is necessary to provide the City with permanent legal access to the waterline and fire hydrant. The easement will allow the City to enter the property as necessary to inspect, operate, maintain, repair, replace, and otherwise access the public water infrastructure.

RECOMMENDATION

Present the attached Public Access and Utilities Easement to City Council for approval.

Recording Cover Sheet

All Transactions (ORS 205.234)

After Recording Return To:

City of Lebanon

925 S Main Street

Lebanon, OR 97355

Mail Tax Statements To:

N/A

Reserved for Recording Label

1. Name / Title of Transaction (ORS 205.234 (1a))

Easement for Public Access and Utilities

2. Grantor / Direct Party Name (ORS 205.125 (1b), 205.160 & 205.234 (1b))

Francisco Villalobos

3. Grantee / Indirect Party Name (ORS 205.125 (1b), 205.160 & 205.234 (1b))

City of Lebanon

4. True and Actual Consideration (ORS 93.030)

\$1.00

5. If this instrument is being re-recorded, complete the following statement (ORS 205.244)

Re-recorded at the request of _____

to correct _____

Previously recorded in Book _____ and page _____ or DN _____

THIS AGREEMENT, made and entered into this _____ day of _____, 2026 by and between **Villalobos Real Estate, LLC**, (Address) 2628 Happy Valley Rd SE Salem, Oregon 97317, herein called **GRANTORS**, and the **CITY OF LEBANON** (Address): 925 Main Street, Lebanon, Oregon 97355, a Municipal corporation, herein called **CITY**.

WITNESSETH:

That for and in consideration of the total compensation to be paid by the CITY, the GRANTOR does bargain, sell, convey and transfer unto the CITY, a perpetual and permanent easement and right-of-way, including the right to enter upon the real property hereinafter described and to maintain and repair public utilities for the purpose of conveying public utilities services over, across, through and under the lands hereinafter described, together with the right to excavate and refill ditches and/or trenches for the location of the said public utilities and the further right to remove trees, bushes, under-growth and other obstructions interfering with the location and maintenance of the said public utilities.

This agreement is subject to the following terms and conditions:

1. The right-of-way hereby granted is described as follows:

See Attached EXHIBIT A for legal description
See Attached EXHIBIT B for illustration map
2. The permanent easement described herein grants to the CITY and to its successors, assigns, authorized agents or contractors, the perpetual right to enter upon said easement at any time that it may see fit for construction, maintenance, evaluation and/or repair purposes.
3. The easement granted is in consideration of \$1.00, the receipt of which is hereby acknowledged, and in further consideration of the public improvements to be placed upon said property and the benefits GRANTOR may obtain therefrom. Nothing herein shall reduce or limit GRANTOR's obligation to pay any costs or assessments which may result from the improvements.
4. The GRANTOR does hereby covenant with the CITY that GRANTOR is lawfully seized and possessed of the real property above described, has a good and lawful right to convey it or any part thereof, and will forever warrant and defend the title thereto against the lawful claims of all persons whomsoever.
5. Upon performing any maintenance, the CITY will make reasonable efforts to return the site to its original condition.
6. No permanent structure shall be constructed on this easement.

IN WITNESS WHEREOF, we have set our hands
hereto this
27 day of August, 2026.

STATE OF OREGON)
County of Linn)ss.
City of Lebanon)

[Signature]

IN WITNESS WHEREOF, we have set our hands
hereto this
_____ day of _____, 2026

STATE OF OREGON)
County of Linn)ss.
City of Lebanon)

By:
Ron Whitlatch, City Manager

Francisco Villalobos

GRANTOR(S)

GRANTEES

On the 27 day of August, 2026
personally appeared the within named
Francisco Villalobos, who
acknowledged the foregoing instrument to be a voluntary
act and deed.

On the _____ day of _____, 2026
personally appeared Ron Whitlatch, who being duly
sworn, did say that the above is the City Manager for the
City of Lebanon, a Municipal Corporation, and that the
seal affixed to the foregoing instrument was signed and
sealed on behalf of said corporation by authority of its
City Council, which accepted this easement on the
_____ day of _____, 2026, and who
acknowledged said instrument to be a voluntary act and
deed.

BEFORE ME: Amanda Albert
NOTARY PUBLIC FOR OREGON

Commission Expires: September 23, 2028

BEFORE ME: _____
NOTARY PUBLIC FOR OREGON

Commission expires: _____

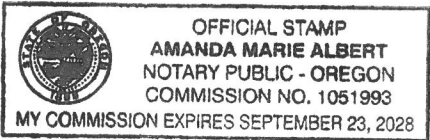


EXHIBIT A

PUBLIC ACCESS AND UTILITY EASEMENT

FOR

CITY OF LEBANON WATERLINE AND FIRE HYDRANT

A STRIP OF LAND IN LOT 1 OF HORN SUBDIVISION IN THE NE 1/4 OF SECTION 22, T. 12 S., R. 02 W., W.M., CITY OF LEBANON, LINN COUNTY, STATE OF OREGON BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE SOUTHERN 39.00 FEET OF THE EASTERN 15.00 FEET OF THE WESTERN 29.00 FEET OF SAID LOT 1 IN HORN SUBDIVISION.

CONTAINS 585 SF ±

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Brian Vandetta

2026.08.26 15:19:22-07'00'

OREGON
JULY 13, 1999
BRIAN VANDETTA
51041-LS

RENEWAL 6-30-2028

ABBREVIATIONS LEGEND

- MF

VOL.

PG.

BK.

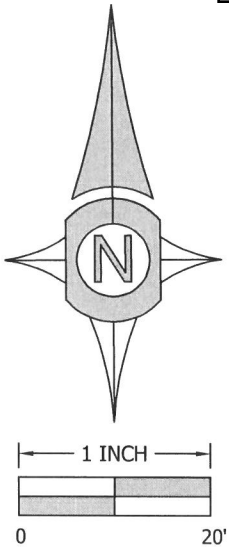
SW
- MICROFILM

- VOLUME

- PAGE

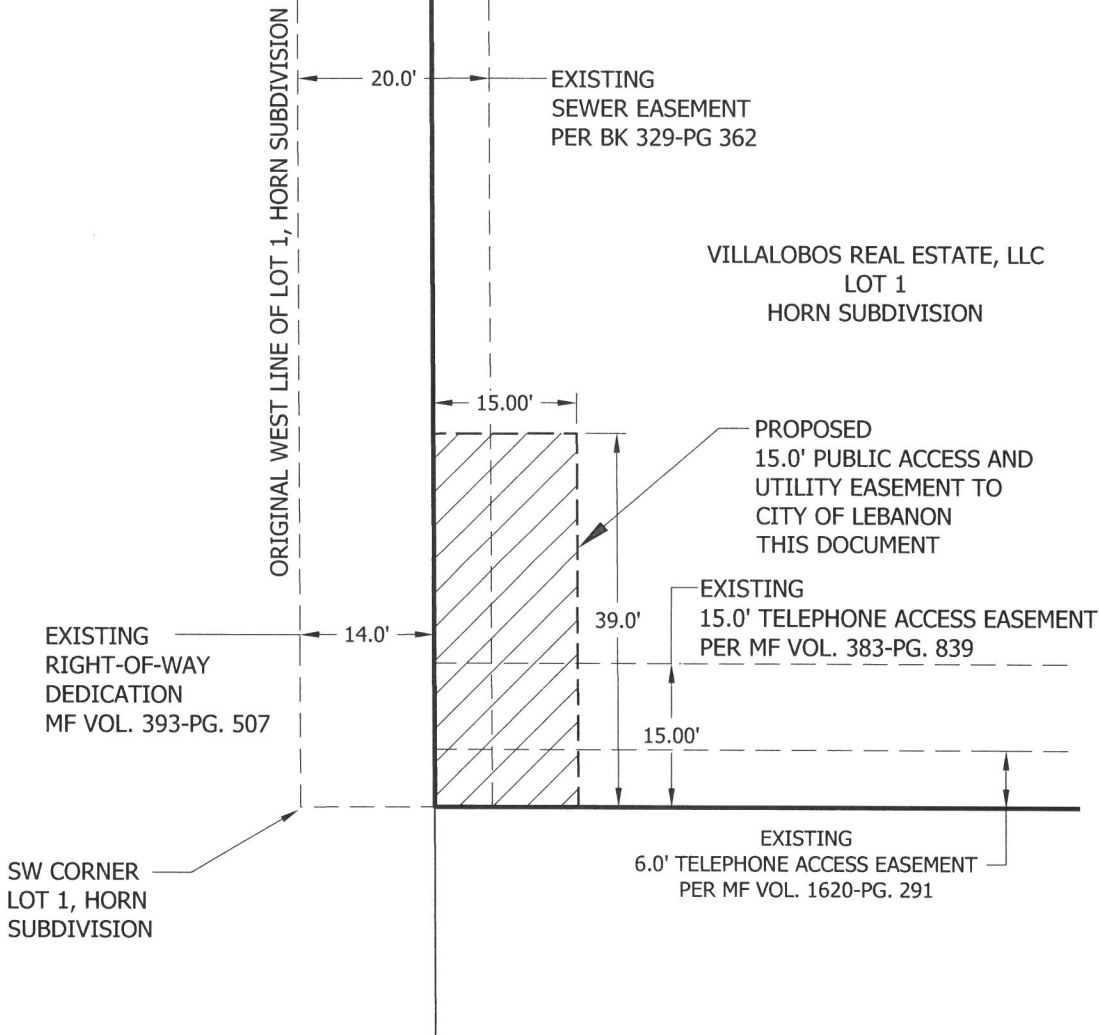
- BOOK

- SOUTHWEST



S. MAIN ROAD

MARKET STREET



SHEET

01

of

01

SCALE: AS NOTED



DATE:
08-26-2026
PROJECT:
25-026 VILLALOBOS

EXHIBIT B
PUBLIC UTILITY EASEMENT
WATERLINE AND FIRE HYDRANT
LEBANON, OREGON

UDELL ENGINEERING
AND
LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON, 97355
541-451-5125



Engineering Services
925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4923
FAX: 541.258.4954

www.lebanonoregon.gov
engineering@lebanonoregon.gov

MEMORANDUM

Date: August 24, 2026

To: Shana Olson, Development Services Director

From: Kolson Shanks, Project Manager

Subject: Application for Vacation of Public Land - Walker Road and Airway Road Rights-of-Way

BACKGROUND

The City has received an application to vacate a portion of public right-of-way (ROW) on Walker and Airway Roads. The subject ROW was previously dedicated through Linn County Deed Records, Volume 294, Pages 755 and 757, and Volume 296, Page 833.

The application was submitted by Matthew Conser, owner of properties adjacent to the proposed vacation area. A vicinity map, legal description, application materials, and documentation of property owner consent are included for Council's review. Written consent has been obtained from all adjacent landowners and from owners representing at least two-thirds of the affected property by area, in accordance with Oregon Revised Statutes.

The proposed vacation is intended to facilitate a previously approved planned development for a new subdivision. Additionally, with the proposed realignment of 12th Street, Walker Road, and Soltz Hill Road, the existing ROW will no longer be needed for transportation purposes. State law requires a public hearing prior to final action on the vacation request.

RECOMMENDATION

Present the attached application and supporting exhibits for the proposed vacation of public right-of-way to City Council and recommend authorization to proceed with the process, including conducting the required public hearing and adopting the Ordinance for vacating the subject rights-of-way.



City of Lebanon Engineering
 925 Main Street, Lebanon, Oregon 97355
 Office 541-258-4923
www.lebanonoregon.gov
development@lebanonoregon.gov

APPLICATION FOR VACATION OF PUBLIC LAND

Applicant	Matthew Conser dba Stoltz Hill MJC LLC Et Al		
Address	1010 Airport Road SE, Albany, OR 97322	Phone	(541) 619-8004
Public Land Proposed for Vacation:	Walker Road and Airway Road street sections		
	(name of street or location)		

SUBMITTALS REQUIRED

- ☒ 1. Petition for adjoining property owners.
- ☒ 2. Legal description of area to be vacated.
- ☒ 3. Vacation Fee of \$750 (Easement) \$1,200 (Street/Alley)

This application STARTS the vacation process required by ORS 271. The final decision as to whether or not to vacate will be made by the Lebanon City Council, after providing Public Notice and conducting a Public Hearing.

Because of the notice and advertising requirements in ORS 271, allow for a minimum of two months from the submittal of the application to recording of the vacation.


Matthew Conser (Apr 2, 2026 19:18:25 EDT)

04/02/2026

Signature of Applicant

Date

Conser Emerald Crossing Street Vacation App Narr

Final Audit Report

2026-04-02

Created:	2026-04-02
By:	Laura LaRoque (laura@pathfinderlanduse.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbtGs8n1bwwt4xqcK0Yy2a2RUenMmeFW

"Conser Emerald Crossing Street Vacation App Narr" History

-  Document created by Laura LaRoque (laura@pathfinderlanduse.com)
2026-04-02 - 11:15:53 PM GMT
-  Document emailed to Matthew Conser (mjconser1981@gmail.com) for signature
2026-04-02 - 11:15:57 PM GMT
-  Email viewed by Matthew Conser (mjconser1981@gmail.com)
2026-04-02 - 11:17:03 PM GMT
-  Document e-signed by Matthew Conser (mjconser1981@gmail.com)
Signature Date: 2026-04-02 - 11:18:25 PM GMT - Time Source: server
-  Agreement completed.
2026-04-02 - 11:18:25 PM GMT

STREET VACATION APPLICATION NARRATIVE

WALKER ROAD AND AIRWAY ROAD RIGHT-OF-WAY VACATION

1 APPLICATION SUMMARY

Submitted to:	City of Lebanon Planning Division 925 S Main Street, Lebanon, Oregon 97355 541-258-4906 / cdc@lebanonoregon.gov
Owner/Applicant:	Stoltz Hill MJC LLC ET AL 1010 Airport Rd. SE, Albany, OR 97322 Matthew Conser (541) 619-8004 / mjconser1981@gmail.com
Applicant's Representative:	Pathfinder Land Use Consulting, LLC P.O. Box 484, Lebanon, OR 97355 Laura LaRoque (503) 501-7197 / laura@pathfinderlanduse.com
Civil Engineering:	Udell Engineering and Land Survey, LLC 63 E. Ash Street, Lebanon, OR 97355 Brian Vandetta (541) 451-5125 / brian@udelleng.com

2 PROJECT INFORMATION

Location:	Walker Road and Airway Road rights-of-way within Township 12 South, Range 2 West, Section 16
Tax Lots:	12S-02W-16 TL 2301, 2300, & 2305
Request:	Vacation of approximately 3.096 acres of public right-of-way

3 REQUEST

The applicant requests approval of a street vacation to vacate portions of the Walker Road and Airway Road rights-of-way within the project area. The proposed vacation is submitted concurrently with the Emerald Crossing Planned Development and Tentative Subdivision applications and is necessary to facilitate the proposed development.

The location and extent of the proposed vacation are shown on the submitted plans and legal description (Exhibits).

4 EXISTING CONDITIONS

The subject rights-of-way are currently unimproved and do not function as active components of the City's transportation network.

The Walker Road and Airway Road segments within the project area have not been constructed to City street standards and are not currently used for vehicular travel. As such, the right-of-way does not provide an existing transportation function.

The vacation area contains approximately 3,096 acres of right-of-way.

The surrounding area consists of a mix of residential, institutional, and undeveloped land transitioning to urban development consistent with the City's Comprehensive Plan.

5 PURPOSE AND NEED

The proposed street vacation is necessary to facilitate the Emerald Crossing Planned Development, which is currently under review by the City. The Planned Development establishes a coordinated and integrated system of streets, accessways, utilities, and pedestrian connections that differs from the existing right-of-way configuration.

The existing Walker Road and Airway Road rights-of-way reflect legacy alignments that are not consistent with the proposed development layout or current City standards. The proposed vacation allows for:

- Development of a comprehensive internal street network designed to current City standards;
- Efficient lot layout and block configuration;
- Integration of multimodal facilities, including pedestrian and shared-use connections; and
- Preservation and coordination of public utilities through dedicated easements.

LDC Chapter 16.12 (Planned Development) provides a framework for flexible street design where a superior and coordinated development pattern is achieved. The proposed street vacation facilitates the street layout under review through the Planned Development application.

The vacation does not eliminate necessary transportation facilities; rather, it replaces outdated or misaligned right-of-way with a planned and fully functional street system that better serves the site and surrounding area.

6 RELATIONSHIP TO PLANNED DEVELOPMENT

The proposed street vacation is submitted concurrently with the Emerald Crossing Planned Development and Tentative Subdivision applications.

Street vacation is necessary to accommodate the circulation system proposed under the Planned Development. Conversely, Planned Development relies on the vacation of the subject right-of-way to achieve its coordinated design.

Approval of the street vacation can be conditioned to occur concurrently with or after approval and development of the Planned Development. If the Planned Development is not approved or does not proceed, the basis for the street vacation would not be present.

7 ACCESS AND CIRCULATION

The proposed vacation will not result in the loss or impairment of legal access to any property.

All affected parcels will retain legal and practical access through public streets and/or recorded easements. Access easements will be established as necessary to maintain access to affected parcels, and the Planned Development provides a coordinated internal street network designed to ensure safe and efficient circulation.

8 PUBLIC UTILITIES AND EASEMENTS

Existing public utilities will be preserved through the reservation of easements as part of the vacation process.

The proposed vacation includes reservation of a 20-foot public access and utility easement over existing infrastructure, including the westside interceptor sewer, ensuring continued public access and maintenance.

9 PUBLIC INTEREST

Approval of the proposed street vacation is in the public interest, as it facilitates implementation of a coordinated land use plan and results in a more efficient and functional public infrastructure system.

The proposed street vacation:

- Facilitates master-planned development;
- Eliminates unimproved and inefficient right-of-way and allows for development of infrastructure built to current City standards;
- Maintains and enhances access, connectivity, and circulation;
- Preserves public utilities through dedicated easements; and
- Supports orderly urban development consistent with the Comprehensive Plan.

10 CONSISTENCY WITH APPLICABLE LAW

A. ORS CHAPTER 271

The proposed street vacation complies with the requirements of ORS Chapter 271. The application includes the required petition, legal description, and exhibits, and will follow all notice and public hearing procedures. The City has authority to vacate the subject right-of-way pursuant to ORS 271.140.

B. LEBANON DEVELOPMENT CODE

1) Planned Development (LDC Chapter 16.12)

The proposed street vacation facilitates the Planned Development under review and allows flexibility from standard street layouts to achieve a coordinated and efficient design.

2) Transportation and Circulation (LDC Chapter 16.21)

The proposed vacation does not adversely affect the transportation system. The Planned Development provides a replacement street network that maintains connectivity and meets City standards.

3) Access Requirements (LDC Chapter 16.21)

All affected properties retain adequate access through public streets and/or recorded easements.

4) PUBLIC IMPROVEMENTS AND UTILITIES (LDC CHAPTER 16.15)

Public utilities are preserved through the reservation of easements, ensuring continued service and maintenance access.

C. TRANSPORTATION SYSTEM PLAN (2018)

The proposed street vacation is consistent with the City of Lebanon Transportation System Plan in that:

- The subject right-of-way is not identified as an arterial or collector facility necessary to serve the City's planned transportation network;
- The Planned Development provides a replacement street system consistent with City standards;
- Connectivity is maintained through an integrated street and pedestrian network; and
- The proposal results in a more efficient and functional transportation system.

The proposed street vacation does not conflict with any applicable Comprehensive Plan policies, development code provisions, or adopted transportation planning documents.

11 PROPERTY OWNERSHIP AND REVERSION

Upon approval, the vacated right-of-way will revert to abutting property owners in accordance with ORS 271.150.

The distribution of vacated areas and affected properties is shown on the submitted plans.

12 CONCLUSION

The proposed vacation of portions of Walker Road and Airway Road is necessary to facilitate the Emerald Crossing Planned Development currently under review by the City and represents a logical and efficient reconfiguration of the local street system.

The request:

- Facilitates a coordinated Planned Development design;
- Maintains access and connectivity;
- Preserves public utilities through easements;
- Replaces outdated right-of-way with infrastructure meeting current standards; and
- Serves the public interest.

The applicant has demonstrated that the proposed street vacation is consistent with applicable state law and local regulations, will not adversely affect public access or transportation facilities, and is necessary to facilitate the Planned Development.

Based on the foregoing, the applicant respectfully requests approval of the proposed street vacation.

13 EXHIBITS

- A. Exhibit A - Legal Description, dated April 2, 2026
- B. Exhibit B - Vacation Exhibit Map, dated April 2, 2026
- C. Exhibit C – Petition Signatures, dated April 7 and April 30, 2026

Walker Road and Airway Road Street Vacation

Legal Description

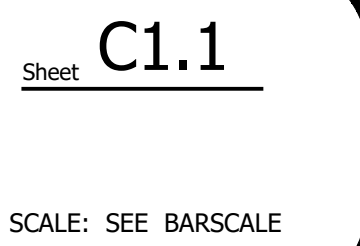
A portion of Walker Road and Airway Road in the SW ¼ of Section 15 and the SE ¼ of Section 16 in Township 12 South, Range 2 West of the Willamette Meridian, City of Lebanon, Linn County, State of Oregon more particularly described as follows:

Beginning at a 5/8-inch iron rod on the west right of way of Stoltz Hill Road and also marking the southeast corner of Parcel 1 of Linn County Partition Plat No. 2007-06; thence leaving said right of way, North 89°39'00" West 1571.93 feet to a 5/8-inch iron rod; thence South 00°21'41" West 754.74 feet to a 5/8-inch iron rod; thence South 89°38'40" East 59.85 feet to a point; thence North 00°22'29" East 695.02 feet to a 5/8-inch iron rod; thence South 89°39'05" East 1489.69 feet to a point on the said west right of way of Stoltz Hill Road; thence North 20°47'12" East 63.70 feet to the point of beginning.

Contains 3.096 acres±



TOTAL AREA
AFFECTED BY VACATION = 27.29 AC±



PETITION FOR STREET VACATION
Walker Road and Airway Road Right-of-Way Vacation
City of Lebanon, Oregon

I. PETITION STATEMENT

We, the undersigned property owners, hereby petition the City of Lebanon to vacate portions of the Walker Road and Airway Road rights-of-way located within Township 12 South, Range 2 West, Sections 15 and 16, Linn County, Oregon.

The proposed vacation area is more particularly described in Exhibit A (Legal Description) and depicted in Exhibit B (Vacation Exhibit Map).

This petition is submitted pursuant to ORS 271.080.

II. PROPERTY OWNER SIGNATURES

The following property owners are identified based on the submitted exhibit map and affected property table.

SIGNATURE TABLE

Tax Lot Map No.	Property Owner Name	Mailing Address	Signature	Date
2300 12S-02W-16	Stoltz Hill MJC, LLC	No Address	<i>Matthew J. Conser</i>	04/02/2026
2305 12S-02W-16	Stoltz Hill MJC, LLC	No Address	<i>[Signature]</i>	04/02/2026
2301 12S-02W-16	Community Bible Church of Lebanon	2600 Stoltz Hill Road	<i>[Signature]</i>	4/30/2026
1400 12S-02W-22BB	Mikitchenko, Peter F. & Valentina N.	2611 Stoltz Hill Road	<i>[Signature]</i>	
3800 12S-02W-15CD	Westerham Turner Steven Estate	2555 Stoltz Hill Road		
3700 12S-02W-15CD	Jeffrey & Joni Horack	2515 Stoltz Hill Road		
117 12S-02W-21	John & Molly Marteney	2884 Stoltz Hill Road		
112 12S-02W-21	Rockhill, LLC & 4L Ventures, LLC	No Address		

Tax Lot Map No.	Property Owner Name	Mailing Address	Signature	Date
1500	12S-02W-22BB Highsmith, Jerry & Linda	2655 Stoltz Hill Road		
1501	12S-02W-22BB Bolman, Jill & Brian	2671 Stoltz Hill Road		
1301	12S-02W-22BB Whittier, Melvin & Karen	1227 Walker Road		
1200	12S-02W-22BB Topp, Casey & Janessa	1201 Walker Road		
900	12S-02W-22BB Saxton, Darrell	2610 S 12th Street		
1000	12S-02W-22BB Donald W. & Carol E. McClure Family Trust	2618 S 12th Street		
1100	12S-02W-22BB Neuhaus Family Trust	2638 S 12th Street		
1600	12S-02W-22BB Holt Living Trust	2650 S 12th Street		

III. SIGNATURE CERTIFICATION

Each undersigned property owner certifies that:

1. They are the legal owner or authorized representative of the property identified above;
2. They have reviewed the proposed street vacation and associated exhibits;
3. They consent to the proposed vacation of the subject right-of-way; and
4. They understand that the vacated right-of-way will revert to abutting property owners in accordance with ORS 271.150, unless otherwise provided by law.



NOTICE OF PUBLIC HEARING LEBANON CITY COUNCIL

Item # 5.

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Lebanon City Council on **September 9, 2026 at 6:00 p.m.** in the Library Community Room located at 55 Academy Street, to afford interested persons and the general public an opportunity to be heard and give testimony concerning the following matter:

Right-of-Way Vacation: A portion of Walker Road and Airway Road in the SW ¼ of Section 15 and the SE ¼ of Section 16 in Township 12 South, Range 2 West of the Willamette Meridian, City of Lebanon, Linn County, State of Oregon more particularly described as follows:

Beginning at a 5/8-inch iron rod on the west right of way of Stoltz Hill Road and also marking the southeast corner of Parcel 1 of Linn County Partition Plat No. 2007-06; thence leaving said right of way, North 89°39'00" West 1571.93 feet to a 5/8-inch iron rod; thence South 00°21'41" West 754.74 feet to a 5/8-inch iron rod; thence South 89°38'40" East 59.85 feet to a point; thence North 00°22'29" East 695.02 feet to a 5/8-inch iron rod; thence South 89°39'05" East 1489.69 feet to a point on the said west right of way of Stoltz Hill Road; thence North 20°47'12" East 63.70 feet to the point of beginning. The above-described area contains 3.096 acres±.

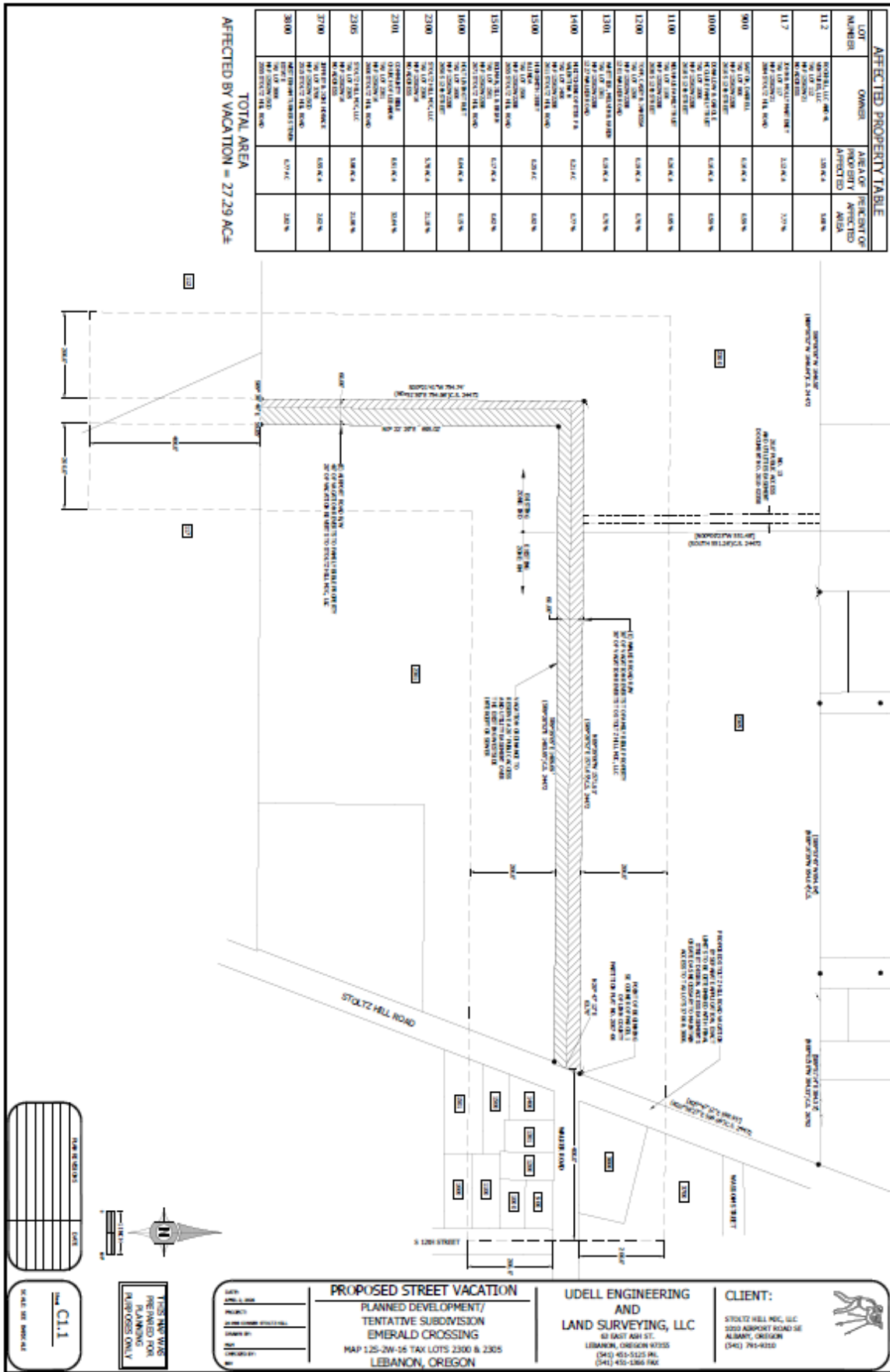
Providing Comments: Everyone is welcome to attend City Council meetings. If you cannot attend, written and verbal testimony will be accepted upon issuance of this notice, **until 5:00pm on Tuesday, September 8, 2026.** Written testimony may be emailed to cdc@lebanonoregon.gov or mailed to the City of Lebanon at 925 S. Main Street, Lebanon, OR 97355, or delivered and dropped in the white mailbox in front of City Hall. 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.

The public is invited to either participate in person at the Library Community Room or watch the meeting virtually on **September 9, 2026** at: <https://www.youtube.com/user/CityofLebanonOR/videos>.

Appeals: Failure to raise an issue in the hearings, in person or by letter, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond to the issue precludes appeal. Please contact our office should you have any questions about the appeals process.

Obtain Information: The agenda and materials will be available for review on the City's website at <https://www.lebanonoregon.gov/meetings> seven days prior to the hearing. A copy of the application, ordinance, documents and evidence relied upon by the applicant, and applicable criteria are available for inspection at no cost and will be provided at the cost of 25 cents per single-sided page. If you have questions or would like additional information, please contact City of Lebanon Community Development Department, 925 Main Street; phone 541-258-4906; email cdc@lebanonoregon.gov.

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 541-258-4906



**A BILL FOR AN ORDINANCE
VACATING PUBLIC RIGHT-OF-WAY
ON WALKER AND AIRWAY ROADS**

)
)
)

ORDINANCE BILL NO. 2026-08

ORDINANCE NO. 3050

WHEREAS, the City of Lebanon has initiated vacation proceedings for a public right-of-way, more particularly described in Exhibit “A” and shown in Exhibit “B”; and

WHEREAS, on September 9, 2026, the Council for the City of Lebanon conducted a public hearing, having duly considered the testimony of interested persons and the general public; and

WHEREAS, the City Council finds that notice has been duly given; and

WHEREAS, the City Council has determined the public interests will not be prejudiced by the vacation of such right-of-way;

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1. A portion of Walker Road and Airway Road in the SW ¼ of Section 15 and the SE ¼ of Section 16 in Township 12 South, Range 2 West of the Willamette Meridian, City of Lebanon, Linn County, State of Oregon more particularly described as follows:

Beginning at a 5/8-inch iron rod on the west right of way of Stoltz Hill Road and also marking the southeast corner of Parcel 1 of Linn County Partition Plat No. 2007-06; thence leaving said right of way, North 89°39'00" West 1571.93 feet to a 5/8-inch iron rod; thence South 00°21'41" West 754.74 feet to a 5/8-inch iron rod; thence South 89°38'40" East 59.85 feet to a point; thence North 00°22'29" East 695.02 feet to a 5/8-inch iron rod; thence South 89°39'05" East 1489.69 feet to a point on the said west right of way of Stoltz Hill Road; thence North 20°47'12" East 63.70 feet to the point of beginning. The above-described area containing 3.096 acres± (see attached Exhibit “A”) is hereby declared vacated.

Section 2. A certified copy of this Ordinance vacating the above-described right-of-way on any map in regard thereto shall be filed for record with the County Clerk for Linn County.

Section 3. A certified copy of this Ordinance shall be filed with County Assessor and the County Surveyor for the County of Linn.

Section 4. This Ordinance shall be in full force and effect (30) days after the date of the ordinance is signed and approved by the City Council and Mayor.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and
approved by the Mayor this 9th day of September 2026.

CITY OF LEBANON, OREGON

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

ATTESTED BY:

Julie Fisher, MMC, City Recorder

EXHIBIT 'A'**WALKER ROAD AND AIRWAY ROAD STREET VACATION LEGAL DESCRIPTION**

A portion of Walker Road and Airway Road in the SW ¼ of Section 15 and the SE ¼ of Section 16 in Township 12 South, Range 2 West of the Willamette Meridian, City of Lebanon, Linn County, State of Oregon more particularly described as follows:

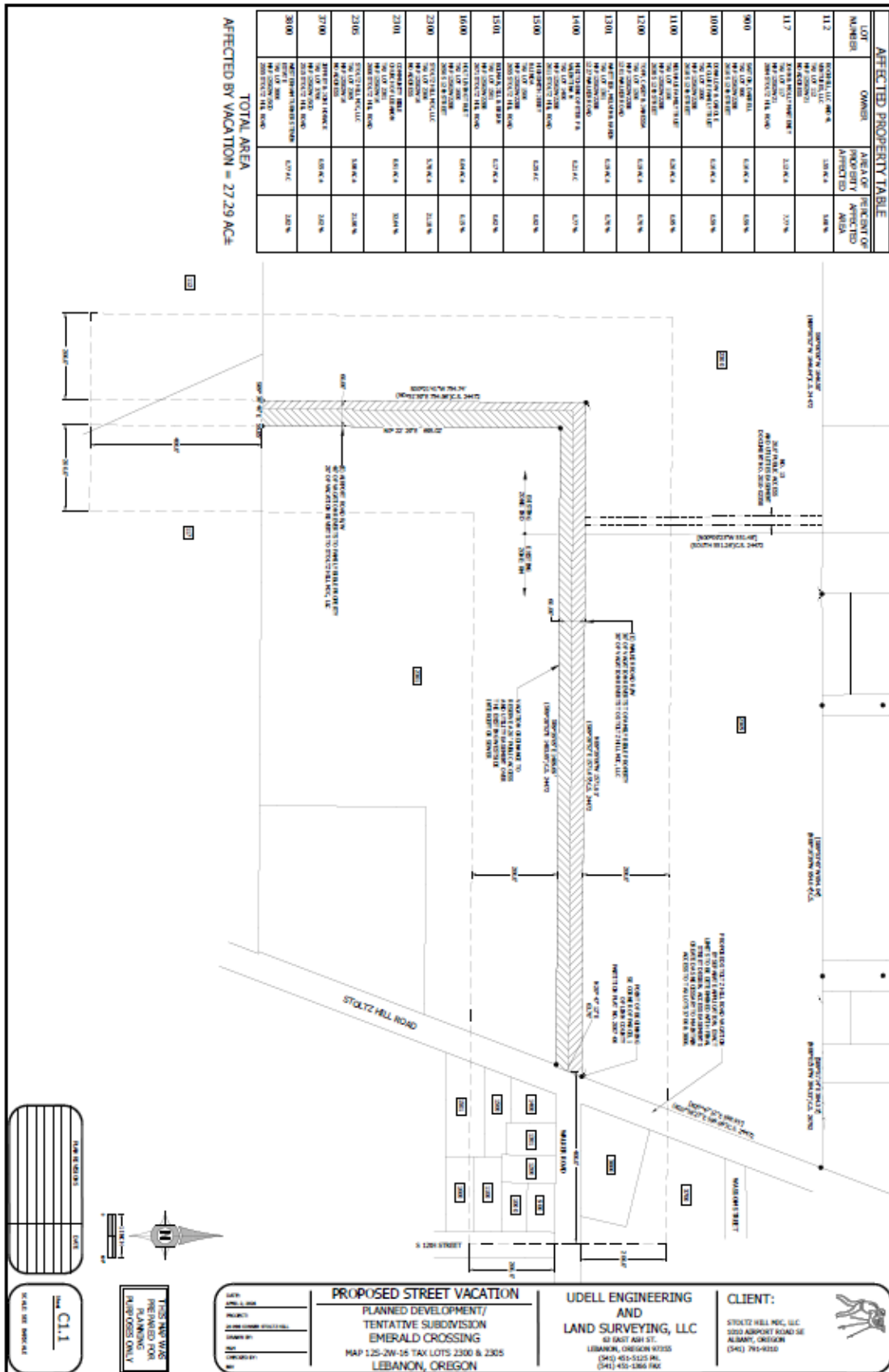
Beginning at a 5/8-inch iron rod on the west right of way of Stoltz Hill Road and also marking the southeast corner of Parcel 1 of Linn County Partition Plat No. 2007-06; thence leaving said right of way, North 89°39'00" West 1571.93 feet to a 5/8-inch iron rod; thence South 00°21'41" West 754.74 feet to a 5/8-inch iron rod; thence South 89°38'40" East 59.85 feet to a point; thence North 00°22'29" East 695.02 feet to a 5/8-inch iron rod; thence South 89°39'05" East 1489.69 feet to a point on the said west right of way of Stoltz Hill Road; thence North 20°47'12" East 63.70 feet to the point of beginning.

Contains 3.096 acres±



EXHIBIT 'B'

WALKER ROAD AND AIRWAY ROAD STREET VACATION MAP





925 S Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
development@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Development Services

To: Shana Olson, Development Services Director
From: Tammy Dickey, SR Development Technician
Subject: Modifications to Building Fees

Date: August 31, 2026

Purpose

To adopt proposed Building Division fees for the administration and enforcement of the Building Code Program effective October 1, 2026.

Background

ORS 294.160 requires the City to provide an opportunity for public comment when adopting a new fee or increasing an existing fee. In addition, OAR 918-020 requires a minimum 45-day notice to the Oregon Building Codes Division (BCD) prior to implementing changes to Building Division fees. The required notice was provided to BCD on August 17, 2026.

The Building Division fees were last adopted by the City Council on May 8, 2024. As part of Resolution 2024-11, the City Council approved an automatic cost-of-living adjustment (COLA) to the adopted fees, which was also accepted by BCD.

In 2025, when staff prepared to apply the approved COLA adjustment, BCD advised the City that a 45-day notice was required prior to implementing the adjustment. Because this notice requirement had not previously been anticipated, the 2025 COLA adjustment was not implemented.

For 2026, staff is proposing adjustments that account for approximately two years of accumulated cost-of-living increases, since no adjustment was made in 2025. The proposed changes result in an average increase of approximately 5.38% to certain currently adopted Building Division fees.

No new fees are being proposed. The proposed action consists solely of adjustments to existing fees to account for the cost-of-living increases that were not implemented in 2025 and to maintain the intended fee structure established by Resolution 2024-11.

Recommendation

Approve Resolution 2026-17 amending fees and charges for administration and enforcement of the building code program.

**RESOLUTION TO AMEND FEES AND CHARGES)
FOR ADMINISTRATION AND ENFORCEMENT OF)
THE BUILDING CODE PROGRAM)**

RESOLUTION NO. 2026-17

WHEREAS, Oregon Revised Statutes (ORS) 455.210(3) allows the city to adopt fees necessary and reasonable to provide for the administration and enforcement of the building code program; and

WHEREAS, ORS 455.210(3) requires notice to be provided to the Building Codes Division of the proposed adoption of a new or increased fee; and

WHEREAS, the City Manager has caused a review of city building fees and charges in order to recover all reasonable fees calculated to reimburse the City of the actual cost of administering and enforcing the building code program and recommends such adjustments to City Council; and

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

SECTION 1:

The following fees amendment attached hereto as EXHIBIT A and incorporated herein by the reference are adopted by the City and shall become effective October 1, 2026.

SECTION 2:

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 9th day of September 2026 by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

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

ATTESTED:

Julie Fisher, MMC, Agency Recorder

EXHIBIT A

Item # 6.

Type of Fee

Fee

PLAN REVIEW		
Additional Plan Review (required by changes, additions or revisions - all disciplines)		\$130 per hour (min ½ hour)
Deferred Submittal	65% of the building permit fee calculated using the valuation of the deferred portion with a \$275 min	
Fire Life Safety Review (as required by ORS 479.155)		40% of building permit fee
Mechanical		25% of mechanical permit fee
Phased Project	\$275 minimum for each phase plus 10% of the total project fee not to exceed \$1,500 per phase	
Plumbing (required for complex structures as defined by OAR 918.780)		40% of plumbing permit fee
Master Plan - Structural (second and subsequent reviews)		50% of calculated plan review fee
Structural		65% of building permit fee
INSPECTIONS – All Disciplines		
Inspections outside of normal business hours		\$130 per hour
Reinspection		\$130 per each
Each Additional Inspection, above allowable		\$130 per each
Investigation Fee		\$130 per hour
Inspections for which no fee is specifically indicated		\$130 per hour
OTHER FEES		
Appeal Fee		\$150 \$155
Demolition Fee (does not incur state surcharge)		Valuation Table (min \$200)
Permit Extension (does not incur state surcharge)		\$50 \$55
Manufactured Dwelling Placement Permit*		\$400 \$420
Manufactured Dwelling State Fee (rate defined by state)		\$30
Manufactured Dwelling & RV Park Development		See Notes*
Permit Reinstatement Fee (does incur state surcharge)		\$100 \$105
Solar Installation (prescriptive)*		\$250 \$260
Solar Installation (non-prescriptive) *		See Valuation Data Table (min \$2560)
State Surcharge (structural, fire, mechanical, plumbing, solar fees) (rate defined by state)		12%
VALUATION DATA TABLE (Per OAR 918-050-0100 permits use valuation as determined by ICC Valuation Table current as of April 1 of each year)		
Commercial Fire Suppression – Alarms/Sprinkler, Commercial Mechanical, Commercial Plumbing Medical Gas, Commercial Structural, Residential Structural & Solar Permit – Non-Prescriptive Path System*		
\$1 to \$2,000	\$95 \$100 (minimum fee)	
\$2,001 to \$25,000	\$95 \$100 for the first \$2,000, plus \$12 \$13 for each additional \$1,000 or fraction thereof to and including \$25,000	
\$25,001 to \$50,000	\$371 \$399 for the first \$25,000, plus \$10 \$11 for each additional \$1,000 or fraction thereof to and including \$50,000	
\$50,001 to \$100,000	\$621 \$674 for the first \$50,000, plus \$6 \$7 for each additional \$1,000 or fraction thereof to and including \$100,000	
\$100,001 and up	\$921 \$1024 for the first \$100,000, plus \$5 for each additional \$1,000 or fraction thereof	
Structural permits when required by the state building code for retaining walls, decks, fences, accessory structures, etc. use Valuation Data Table		
RESIDENTIAL FIRE SPRINKLERS Structural Standalone and Continuous Loop/Multipurpose Systems, fee includes plan review		
0 to 2,000 square feet		\$200 \$210
2,001 to 3,600 square feet		\$275 \$290
3,601 to 7,200 square feet		\$350 \$370
7,201 square feet and greater		\$425 \$450

EXHIBIT A

Item # 6.

PLUMBING

Minimum Plumbing Fee (commercial and residential)		-\$95 \$100
SITE UTILITIES – Water, Sanitary Sewer and Storm Drain Lines (commercial & residential)		
First 100’ or fraction thereof		-\$95 \$100
Each Additional 100’ or fraction thereof		\$75 \$80
Site Utility Connections in Manufactured Dwelling Parks		\$95 \$100
RESIDENTIAL - Includes the first 100’ of site utilities – water, sewer, storm (includes rain, footing and trench), hose bibs, icemakers, underfloor low-point drains, rain drain packages that include the piping, gutters, downspouts and perimeter system. Half bath counted as whole.		
One & Two Family – 1 bath and 1 kitchen		\$450 \$470
One & Two Family – 2 bath and 1 kitchen		\$525 \$550
One & Two Family – 3 bath and 1 kitchen		\$600 \$630
Each additional bath > 3 and / or kitchen > 1		\$100
Each additional 100’ or fraction thereof of site utilities (first 100 ft included in bathroom and/or kitchen fee)		\$75 \$80
MISCELLANEOUS PLUMBING FEES (Commercial & Residential)		
Individual Fixtures (See Attachment A)		\$25 \$26.25 each
MEDICAL GAS PIPING		
\$1 to \$2,000	\$150 (minimum fee)	
\$2,001 to \$25,000	\$150 for the first \$2,000, plus \$15 for each additional \$1,000 or fraction thereof to and including \$25,000	
\$25,001 to \$100,000	\$495 for the first \$25,000, plus \$10 for each additional \$1,000 or fraction thereof to and including \$100,000	
\$100,001 and above	\$1,245 for the first \$100,000, plus \$7 for each additional \$1,000 or fraction thereof	
MECHANICAL		
Minimum Mechanical Fee (commercial and residential)		\$95 \$100
COMMERCIAL		
Fees based on valuation of mechanical system and installation		See Valuation Data Table
RESIDENTIAL		
Furnaces greater than 100000 BTU, Furnace up to 100000 BTU, Range Hood and Wood/Pellet Stove		\$50 \$52.50 each
Other Mechanical Appliances (See Attachment A)		\$25 \$26.25 each

***Manufactured Dwelling & RV Park Development**

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

***Manufactured Dwelling Placement Permits**

Includes concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing – may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits. See Valuation Data Table for non-dwelling modular placements.

***Solar (prescriptive and non-prescriptive)**

Includes the solar panels, racking, mounting elements, rails and cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.

***Technology Fee**

1% of all permit fees (does not include fire life safety, inspection, plan review, or state fees)

***Cost of Living Fee**

~~All fees shall be automatically adjusted each July 1st, beginning July 1, 2025, based on the percentage change in the Construction Cost Index published the preceding June of each year.~~

EXHIBIT A

Item # 6.

Individual Plumbing Fixtures	
Absorption valve	Re-piping / retrofit water supply (per fixture)
Backflow preventer	Sink/basin/lavatory
Backwater valve	Stormwater retention/detention tank/facility
Catch basin or area drain	Swimming pool piping
Clothes washer	Trench drain
Dishwasher	Tub/shower/shower pan
Drinking fountain	Urinal
Ejectors/sump pump	Water closet
Expansion tank	Water heater
Fixture cap	Other – plumbing
Floor drain/floor sink/hub drain	Alternate potable water heating system
Garbage disposal	Interceptor/grease trap
Hose bib	Manholes
Ice maker	Roof drain (commercial)
Primer	

Other Mechanical Appliances	
Air conditioner	Heat Pump
Air handling unit of up to 10000 cfm	Hood served by mechanical exhaust, including ducts for hood
Air handling unit 10001 cfm and over	Hydronic hot water system
Appliance of piece of equipment regulated by code but not classified in other appliance categories	Installation or relocation domestic/type incinerator
Attic or crawl space fans	Mini split system
Chimney/liner/flue/vent	Oil tank/gas diesel generators
Clothes dryer exhaust	Pool or spa heater, kiln
Decorative gas fireplace	Repair, alteration, or addition to mechanical appliance including installation of controls
Ductwork only	Suspended heater, recessed wall heater, or floor mounted heater
Evaporative cooler other than portable	Ventilation fan connected to single duct
Floor furnace, including vent	Ventilation system not a portion of heating or air-conditioning system authorized by permit
Flue vent for water heater or gas fireplace	Water heater
Furnace/burner including duct work/vent/liner	Other fuel appliance
Gas Piping (per each outlet or 1-4 plus each additional outlet)	Other environment exhaust/ventilation

**RESOLUTION TO AMEND FEES AND CHARGES)
FOR ADMINISTRATION AND ENFORCEMENT OF)
THE BUILDING CODE PROGRAM)**

RESOLUTION NO. 2026-17

WHEREAS, Oregon Revised Statutes (ORS) 455.210(3) allows the city to adopt fees necessary and reasonable to provide for the administration and enforcement of the building code program; and

WHEREAS, ORS 455.210(3) requires notice to be provided to the Building Codes Division of the proposed adoption of a new or increased fee; and

WHEREAS, the City Manager has caused a review of city building fees and charges in order to recover all reasonable fees calculated to reimburse the City of the actual cost of administering and enforcing the building code program and recommends such adjustments to City Council; and

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

SECTION 1:

The following fees amendment attached hereto as EXHIBIT A and incorporated herein by the reference are adopted by the City and shall become effective October 1, 2026.

SECTION 2:

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 9th day of September 2026 by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

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

ATTESTED:

Julie Fisher, MMC, Agency Recorder

EXHIBIT A

Item # 6.

Type of Fee

Fee

PLAN REVIEW

Additional Plan Review (required by changes, additions or revisions - all disciplines)	\$130 per hour (min ½ hour)
Deferred Submittal	65% of the building permit fee calculated using the valuation of the deferred portion with a \$275 min
Fire Life Safety Review (as required by ORS 479.155)	40% of building permit fee
Mechanical	25% of mechanical permit fee
Phased Project	\$275 minimum for each phase plus 10% of the total project fee not to exceed \$1,500 per phase
Plumbing (required for complex structures as defined by OAR 918.780)	40% of plumbing permit fee
Master Plan - Structural (second and subsequent reviews)	50% of calculated plan review fee
Structural	65% of building permit fee

INSPECTIONS – All Disciplines

Inspections outside of normal business hours	\$130 per hour
Reinspection	\$130 per each
Each Additional Inspection, above allowable	\$130 per each
Investigation Fee	\$130 per hour
Inspections for which no fee is specifically indicated	\$130 per hour

OTHER FEES

Appeal Fee	\$155
Demolition Fee (does not incur state surcharge)	Valuation Table (min \$200)
Permit Extension (does not incur state surcharge)	\$55
Manufactured Dwelling Placement Permit*	\$420
Manufactured Dwelling State Fee (rate defined by state)	\$30
Manufactured Dwelling & RV Park Development	See Notes*
Permit Reinstatement Fee (does incur state surcharge)	\$105
Solar Installation (prescriptive)*	\$260
Solar Installation (non-prescriptive) *	See Valuation Data Table (min \$260)
State Surcharge (structural, fire, mechanical, plumbing, solar fees) (rate defined by state)	12%

VALUATION DATA TABLE (Per OAR 918-050-0100 permits use valuation as determined by ICC Valuation Table current as of April 1 of each year)

Commercial Fire Suppression – Alarms/Sprinkler, Commercial Mechanical, Commercial Plumbing Medical Gas, Commercial Structural, Residential Structural & Solar Permit – Non-Prescriptive Path System*

\$1 to \$2,000	\$100 (minimum fee)
\$2,001 to \$25,000	\$100 for the first \$2,000, plus \$13 for each additional \$1,000 or fraction thereof to and including \$25,000
\$25,001 to \$50,000	\$399 for the first \$25,000, plus \$11 for each additional \$1,000 or fraction thereof to and including \$50,000
\$50,001 to \$100,000	\$674 for the first \$50,000, plus \$7 for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001 and up	\$1024 for the first \$100,000, plus \$5 for each additional \$1,000 or fraction thereof

Structural permits when required by the state building code for retaining walls, decks, fences, accessory structures, etc. use Valuation Data Table

RESIDENTIAL FIRE SPRINKLERS Structural Standalone and Continuous Loop/Multipurpose Systems, fee includes plan review

0 to 2,000 square feet	\$210
2,001 to 3,600 square feet	\$290
3,601 to 7,200 square feet	\$370
7,201 square feet and greater	\$450

EXHIBIT A

Item # 6.

PLUMBING

Minimum Plumbing Fee (commercial and residential)		\$100
SITE UTILITIES – Water, Sanitary Sewer and Storm Drain Lines (commercial & residential)		
First 100’ or fraction thereof		\$100
Each Additional 100’ or fraction thereof		\$80
Site Utility Connections in Manufactured Dwelling Parks		\$100
RESIDENTIAL - Includes the first 100’ of site utilities – water, sewer, storm (includes rain, footing and trench), hose bibs, icemakers, underfloor low-point drains, rain drain packages that include the piping, gutters, downspouts and perimeter system. Half bath counted as whole.		
One & Two Family – 1 bath and 1 kitchen		\$470
One & Two Family – 2 bath and 1 kitchen		\$550
One & Two Family – 3 bath and 1 kitchen		\$630
Each additional bath > 3 and / or kitchen > 1		\$100
Each additional 100’ or fraction thereof of site utilities (first 100 ft included in bathroom and/or kitchen fee)		\$80
MISCELLANEOUS PLUMBING FEES (Commercial & Residential)		
Individual Fixtures (See Attachment A)		\$26.25 each
MEDICAL GAS PIPING		
\$1 to \$2,000	\$150 (minimum fee)	
\$2,001 to \$25,000	\$150 for the first \$2,000, plus \$15 for each additional \$1,000 or fraction thereof to and including \$25,000	
\$25,001 to \$100,000	\$495 for the first \$25,000, plus \$10 for each additional \$1,000 or fraction thereof to and including \$100,000	
\$100,001 and above	\$1,245 for the first \$100,000, plus \$7 for each additional \$1,000 or fraction thereof	
MECHANICAL		
Minimum Mechanical Fee (commercial and residential)		\$100
COMMERCIAL		
Fees based on valuation of mechanical system and installation		See Valuation Data Table
RESIDENTIAL		
Furnaces greater than 100000 BTU, Furnace up to 100000 BTU, Range Hood and Wood/Pellet Stove		\$52.50 each
Other Mechanical Appliances (See Attachment A)		\$26.25 each

***Manufactured Dwelling & RV Park Development**

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

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Includes the solar panels, racking, mounting elements, rails and cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.

***Technology Fee**

1% of all permit fees (does not include fire life safety, inspection, plan review, or state fees)

EXHIBIT A

Item # 6.

Individual Plumbing Fixtures	
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Backwater valve	Stormwater retention/detention tank/facility
Catch basin or area drain	Swimming pool piping
Clothes washer	Trench drain
Dishwasher	Tub/shower/shower pan
Drinking fountain	Urinal
Ejectors/sump pump	Water closet
Expansion tank	Water heater
Fixture cap	Other – plumbing
Floor drain/floor sink/hub drain	Alternate potable water heating system
Garbage disposal	Interceptor/grease trap
Hose bib	Manholes
Ice maker	Roof drain (commercial)
Primer	

Other Mechanical Appliances	
Air conditioner	Heat Pump
Air handling unit of up to 10000 cfm	Hood served by mechanical exhaust, including ducts for hood
Air handling unit 10001 cfm and over	Hydronic hot water system
Appliance of piece of equipment regulated by code but not classified in other appliance categories	Installation or relocation domestic/type incinerator
Attic or crawl space fans	Mini split system
Chimney/liner/flue/vent	Oil tank/gas diesel generators
Clothes dryer exhaust	Pool or spa heater, kiln
Decorative gas fireplace	Repair, alteration, or addition to mechanical appliance including installation of controls
Ductwork only	Suspended heater, recessed wall heater, or floor mounted heater
Evaporative cooler other than portable	Ventilation fan connected to single duct
Floor furnace, including vent	Ventilation system not a portion of heating or air-conditioning system authorized by permit
Flue vent for water heater or gas fireplace	Water heater
Furnace/burner including duct work/vent/liner	Other fuel appliance
Gas Piping (per each outlet)	Other environment exhaust/ventilation



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MEMORANDUM

Lebanon Public Library

To: Mayor, Council & City Manager
From: Kendra Antila, Library Director
Subject: Resolution No. 2026-19

August 19, 2026

I. INTRODUCTION

The City of Lebanon is preparing an application for \$1,100,000 in 2026 Community Development Block Grant (CDBG) funding through Business Oregon to support the planned expansion of the Lebanon Public Library's children's area. The project will add dedicated programming and meeting space to better accommodate the growing demand for library programs and services for children and families.

As part of the CDBG application process, Business Oregon requires the City to adopt a resolution authorizing the application and identifying the local matching funds committed to the project.

II. CURRENT REPORT

Resolution No. 2026-19 commits \$500,000 in matching funds for the project, consisting of \$300,000 in City funds and \$200,000 from the Library Trust. Combined with the requested CDBG funding, these funds will support construction of the library children's room expansion.

The resolution also authorizes acceptance of grant funds awarded as a result of the application, and delegates authority to the City Manager to execute documents necessary for the application and administration of the grant.

Approval of Resolution No. 2026-19 will allow staff to proceed with the City's 2026 CDBG application.

III. RECOMMENDED ACTION

Staff recommends that Council approve Resolution No. 2026-19, authorizing the City's application for 2026 Community Development Block Grant funding and committing the required matching funds for the library children's room expansion.

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A RESOLUTION AUTHORIZING AN)
APPLICATION FOR THE 2026)
BUSINESS OREGON COMMUNITY)
DEVELOPMENT BLOCK GRANT FOR)
THE LIBRARY CHILDREN’S ROOM)
EXPANSION, COMMITTING MATCHING)
FUNDS, AND DELEGATING)
AUTHORITY TO THE CITY MANAGER)
TO SIGN RELATED DOCUMENTS)

RESOLUTION NO. 2026-19

Item # 7.

WHEREAS, the City of Lebanon seeks to construct an addition to the public library to provide dedicated children’s programming and meeting space to accommodate growing demand for library programs and services for children and families; and

WHEREAS, the City of Lebanon intends to apply for a \$1,100,000 2026 Oregon Community Development Block Grant (CDBG) from Business Oregon to support the construction of the library children’s room expansion and related grant administration; and

WHEREAS, the City of Lebanon will commit \$500,000 in matching funds for the project, consisting of \$300,000 in City funds and \$200,000 from the Library Trust; and

NOW, THEREFORE, BE IT RESOLVED BY THE LEBANON CITY COUNCIL THAT STAFF IS AUTHORIZED TO APPLY FOR THE 2026 OREGON COMMUNITY DEVELOPMENT BLOCK GRANT AND TO COMMIT CITY AND LIBRARY TRUST RESOURCES AS MATCHING FUNDS FOR THE PROJECT.

SECTION 1: The Lebanon City Council authorizes acceptance of CDBG grant funds awarded as a result of the application.

SECTION 2: This Resolution shall be effective immediately upon passage.

Passed by the Lebanon City Council and executed by the Mayor on September 9, 2026, by a vote of _____ ayes and _____ nays.

CITY OF LEBANON

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

ATTESTED:

Julie Fisher, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

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Item # 8.

MEMORANDUM

City Manager's Office

Date: September 9, 2026

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: Resolution No. 20 for 2026 – Business Oregon Regional Infrastructure Fund Grant Application

Background

Western University of Health Sciences (WUHS) is planning an expansion of its Oregon campus in Lebanon. The WUHS Oregon Campus Expansion is expected to expand opportunities for health care education and workforce development while supporting economic development in the City of Lebanon and the surrounding region.

The proposed campus expansion will require public infrastructure improvements to support the development. Business Oregon administers the Regional Infrastructure Fund (RIF), which provides funding opportunities to eligible local governments for qualifying infrastructure projects that support community and economic development.

The City has an opportunity to apply for Regional Infrastructure Fund grant funding to assist with eligible public infrastructure improvements associated with the Western University of Health Sciences Oregon Campus Expansion. The scope of this project would be to extend the public roadway and utilities from Grant Street to the northern right-of-way of the railroad. If funding allows, the project will also include extension of the utilities through the railroad right-of-way.

Current Report

Devco Engineering has completed 30% of the design, and the Engineer's Estimate for the completed project is \$1,449,800. The Engineer's Estimate includes a 10% contingency to account for anything unforeseen throughout design and will carry into construction.

The project is currently on the City's Transportation System Development Charges (SDC) Project list and is 100% eligible for Transportation SDC Funds. The Transportation SDC match is \$629,420 and is currently appropriated in the FY 27 Budget.

The City intends to apply for \$820,380 in grant funding through the Business Oregon Regional Infrastructure Fund to complete the project.

Resolution No. 20 for 2026 authorizes staff to apply for the 2026 Business Oregon Regional Infrastructure Fund grant and authorizes the acceptance of grant funds awarded as a result of the application.

Recommendation

Staff recommends that the Lebanon City Council adopt Resolution No. 20 for 2026, authorizing staff to apply for the 2026 Business Oregon Regional Infrastructure Fund grant to support eligible public infrastructure improvements associated with the Western University of Health Sciences Oregon Campus Expansion.

A RESOLUTION AUTHORIZING THE)
 APPLICATION FOR THE 2026)
 BUSINESS OREGON REGIONAL)
 INFRASTRUCTURE FUND GRANT FOR)
 PUBLIC INFRASTRUCTURE)
 IMPROVEMENTS SUPPORTING THE)
 WESTERN UNIVERSITY OF HEALTH)
 SCIENCES OREGON CAMPUS)
 EXPANSION IN LEBANON, OREGON)

RESOLUTION NO. 2026-20

Item # 8.

WHEREAS, Western University of Health Sciences is planning an expansion of its Oregon campus in Lebanon, Oregon, including the development of additional health care education and related facilities; and

WHEREAS, the Western University of Health Sciences Oregon Campus Expansion is expected to support health care education, workforce development, economic development, and expanded educational opportunities within the City of Lebanon and the surrounding region; and

WHEREAS, public infrastructure improvements are necessary to support the development of the Western University of Health Sciences Oregon Campus Expansion; and

WHEREAS, the City of Lebanon desires to seek funding through the Business Oregon Regional Infrastructure Fund to assist with eligible public infrastructure improvements supporting the Western University of Health Sciences Oregon Campus Expansion.

NOW, THEREFORE, BE IT RESOLVED BY THE LEBANON CITY COUNCIL THAT STAFF IS AUTHORIZED TO APPLY FOR THE 2026 BUSINESS OREGON REGIONAL INFRASTRUCTURE FUND GRANT TO SUPPORT PUBLIC INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THE WESTERN UNIVERSITY OF HEALTH SCIENCES OREGON CAMPUS EXPANSION.

SECTION 1: The Lebanon City Council authorizes the acceptance of Business Oregon Regional Infrastructure Fund grant funds awarded as a result of the application and authorizes the City Manager, or designee, to execute the necessary grant agreements and related documents to administer the grant.

SECTION 2: This Resolution shall be effective immediately upon passage.

Passed by the Lebanon City Council and executed by the Mayor on September 9, 2026, by a vote of _____ ayes and _____ nays.

CITY OF LEBANON

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

ATTESTED:

 Julie Fisher, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

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MEMORANDUM

City Recorder's Office

To: Mayor and City Council

Date: September 9, 2026

From: Julie Fisher, City Recorder

Subject: Resolution No. 21 for 2026 – Adopting an Updated Public Records Policy, Including Reasonable Measures for Public Records Requests

I. INTRODUCTION

The City of Lebanon's current Public Records Policy was adopted by Resolution No. 2019-23. Since that time, the City has experienced changes in the volume and complexity of public records requests and has continued to refine its processes for responding to requests in an efficient, consistent, and transparent manner.

The proposed resolution repeals Resolution No. 2019-23 and adopts an updated Public Records Policy. The purpose of the update is to clarify the City's procedures, reflect current practices, establish clearer expectations regarding fees and processing, and ensure the policy continues to support the public's right to access nonexempt public records while allowing the City to efficiently manage its resources.

The proposed policy also incorporates reasonable measures for the inspection and protection of public records, consistent with Oregon Public Records Law and guidance provided by the Oregon Attorney General.

II. CURRENT REPORT

The proposed policy makes several substantive changes to the City's current Public Records Policy. Most notably, it eliminates the former three-level request classification system, reduces the amount of staff time provided without charge from 30 minutes to 15 minutes, and establishes clearer procedures for addressing related, substantially similar, continuing, or recurring public records requests.

Additional updates include:

- **Requests and Online Portal:** The proposed policy allows requests to be made orally or in writing and encourages the use of the City's designated online public records portal for written requests. Use of the portal provides a more efficient method for tracking requests and communicating with requesters. The policy also clarifies the information necessary for the City to identify and locate requested records and allows the City to request clarification when needed.
- **Electronic Records:** The policy updates and simplifies the language addressing records maintained electronically or in a machine-readable format. The City will provide records in the requested format when that format is available. If the

requested format is not available, the City will provide the record in the format in which it is maintained.

- **Review and Redaction:** The proposed policy clarifies that records will be reviewed before release to determine whether they contain information exempt from disclosure. When exempt information is contained within a record, the exempt information may be redacted and the remainder of the record provided. The policy also expressly addresses the City's ability to recover costs associated with legal review and redaction in accordance with the adopted Fee Schedule.
- **Staff Time and Related Requests:** The proposed policy reduces the amount of staff time provided without charge from 30 minutes to 15 minutes. In addition, the proposed policy establishes a process for addressing related, substantially similar, continuing, or recurring requests from the same requester. Under the current policy, each request may receive its own complimentary staff time. The proposed policy allows qualifying related or recurring requests to be considered together when applying the 15 minutes of staff time provided without charge. The policy also establishes parameters for when requests may be considered related and provides that a new complimentary staff time period begins each calendar year.
- **Fee Estimates and Deposits:** The policy retains procedures for providing a written fee estimate when the estimated cost exceeds \$25 and allows the City to require a deposit of up to 50 percent when the estimated cost exceeds \$100.
- **Fee Waivers and Reductions:** The proposed policy clarifies the process for considering requests for fee waivers or reductions when disclosure primarily benefits the general public. It also clarifies that routine materials may be provided without charge at the discretion of the City Recorder or designee and addresses requests made by Lebanon elected officials and appointed advisory board members for information needed in their official capacities.
- **Other Clarifications:** The policy also addresses inspection of original documents, protection of records during inspection, records maintained in electronic formats, requests for alternative formats under the Americans with Disabilities Act, closure of requests when a requester does not respond, and the City's written procedures for making public records requests.

Overall, the proposed revisions remove unnecessary procedural language, simplify the policy, and provide clearer expectations for both requesters and City staff. The updated policy is intended to create a more straightforward and consistent process while continuing to provide public access to nonexempt records.

III. RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 2026-21, repealing Resolution No. 2019-23 and adopting the updated Public Records Policy.

A RESOLUTION ~~AMENDING-ADOPTING AN~~
UPDATED PUBLIC RECORDS POLICY,
INCLUDING REASONABLE MEASURES FOR
PUBLIC RECORDS REQUESTS, ~~AND~~
REPEALING RESOLUTION NO. 2019-23

)
)
)
)
)

RESOLUTION NO. 2026 -
20XX21

WHEREAS, according to ORS 192.420, every person has the right to inspect any nonexempt public record of the City of Lebanon subject to reasonable procedures; and

WHEREAS, the City of Lebanon recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner; and

WHEREAS, the State Attorney General suggests that public bodies establish protective measures to maintain the integrity of public records or to prevent interference with the duties of the records custodians; and

WHEREAS, the State Attorney General recommends there be a process in which the public has an opportunity to comment on these measures; and

WHEREAS, the City Council periodically reviews its Public Records Policy to ensure compliance with Oregon Public Records Law and to provide an efficient and consistent process for responding to public records requests. ~~on June 22, 2017 Governor Kate Brown signed Senate Bill 481 which amends ORS 192.410 and made an effective date for those changes of January 1, 2018; and~~

~~**WHEREAS**, due to the changes in ORS 192.410 the City of Lebanon's Public Records Policy needs to be amended.~~

NOW, THEREFORE, BE IT RESOLVED by the Lebanon City Council, that:

Section 1: ~~Previous Public Records Requests policies are hereby repealed.~~ Resolution No. 2019-23 is hereby repealed and replaced by this Resolution.

Section 2: The City shall provide proper and reasonable opportunities for inspection and examination of the records during usual business hours if such request does not interfere with the regular discharge of duties.

~~Section 3.—Levels of Requests and Staff Response. The purpose of this policy is to help provide accurate records to the public in a reasonable time. In order to accommodate the purpose of this policy, levels of requests have been established.~~

A. ~~Level 1 Request.~~

~~Requested records must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available.~~

B. ~~Level 2 Request.~~

~~Requested records are not immediately available but can be made available with no more than 30 minutes of staff time. Requested records must be located in a single department, readily accessible and must not require attorney review prior to release.~~

C. Level 3 Request. This type of request is complex, involving multiple staff and/or departments, or requires more than 30 minutes of staff time. It may involve extensive research or compilation of records and may require legal review.

Section 34: ~~A All Level 2 and Level 3 requests~~ to inspect or receive a public record ~~shall~~ may be made orally or ~~be~~ in writing. ~~Public records requests may be submitted through the City's designated online public records portal or by another written method. The City encourages use of the online portal to facilitate accurate tracking and timely processing of requests. Requests shall include with the date, name, address, and signature of the person making the request or sufficient information to enable e-mail address for the City to identify and locate the requested records and sufficient contact information to provide a make an appropriate response. The City may request additional information or clarification when necessary to identify the requested records or facilitate an accurate and timely response.~~

Section 5: ~~The request must contain, if known, a statement of sufficient specificity to determine the nature, content, and probable department in which the record is located.~~

Section 46: The City shall respond to a person who makes a written request for ~~a~~ public records within five business days. The response will acknowledge receipt of the request and include one of the following:

- A. Confirm that the City is the custodian of the requested record;
- B. Inform the requester that the City is not the custodian of the public records; or
- C. Notify the requester that the City is uncertain whether it is the custodian of the requested record.

Section 57: The City ~~is~~shall not required to create ~~any new documents-public record, or~~ customize an ~~y-existing documents-record, compile information in a manner not already maintained, or otherwise create information~~ in response to a public records request.

Section 68: If the public record is maintained in an machine-readable ~~or electronic~~ or machine-readable format, the City shall provide a copy of the public record in the format requested, when that format is ~~if~~ available. If the ~~public record is not available in the form requested~~ format is not available, the City ~~shall make the public~~ will provide the record ~~available~~ in the format at in which it is maintained.

Section 79: A person making a public records request may personally inspect the requested document during normal business hours. A City staff member shall be present while any original public records are being inspected to ensure protection of the documents.

Section 810: Providing nonexempt public records is a governmental activity covered by the Americans with Disabilities Act (ADA). The City will provide an opportunity for individuals with disabilities to request an alternative form.

Section 191: ~~A staff member must review the requested document to make certain the record does not contain any exempt information before releasing the public record for inspection. If a document does contain exempt information, a copy, in lieu of the original will be provided for inspection with the exempt portion redacted. The cost of having legal assistance to redact material can be included in the fee charged. Before any public record is released or made available for inspection, City staff shall review the record to determine whether any portion is exempt from disclosure under Oregon Public Records Law. If exempt information is contained within a record, the City may redact the exempt material and provide the remainder of the record. Costs associated with legal review and redaction may be recovered in accordance with the City's adopted Fee Schedule.~~

Section 102: Original public documents may not be taken out of the City's custody.

Section 113: City records shall be released only ~~under the conditions that the records are public when they are subject to disclosure under Oregon Public Records Law~~ and not exempt from disclosure ~~under ORS 192.410 — 192.505.~~

Section 124: ~~No later than 15 business days after the city receives the request it shall complete the request. The City shall complete its response to a public records request as soon as practicable and without unreasonable delay, and no later than 10 business days after the City's five-business day acknowledgment, unless additional time is permitted under Oregon Public Records Law.~~

A. Time periods established by ORS 192.440 do not apply to the City if compliance would be impracticable due to:

1. The staff necessary to complete a response to the public records request are unavailable. Staff who are on leave or are not scheduled to work are considered to be unavailable.
2. Compliance would demonstrably impede the City's ability to perform other necessary services.
3. The volume of the public records requests being simultaneously processed by the City.
4. If the City cannot comply with the time periods established by ORS 192.440, it shall as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the ~~response to the~~ request.

Section 135: Fees

- A. The first 15 minutes of staff time required to respond to a public records request shall be provided without charge. Staff time exceeding 15 minutes may be charged in accordance with the City's adopted Public Records Fee Schedule. The City will establish a fee in its annual fee resolution that is reasonably calculated to reimburse the City for the actual cost of making public records available, including locating and retrieving the requested records, reviewing the records to delete exempt material, supervising a person's inspection of original documents to protect the integrity of the records, summarizing, compiling, or tailoring a record, either in organization or media, to meet the person's request. The City may charge allowable fees for staff time incurred in responding to a request, including requests that require substantial staff time or significantly disrupt the regular discharge of City duties, even if no responsive records are located or the records located are exempt from disclosure. ~~A request that is extraordinary and would significantly disrupt the regular discharge of duties will be charged whether copies are provided or not. The City may charge for search time even if it fails to locate any records responsive to the request or even if the records located are subsequently determined to be exempt from disclosure.~~ Copies of documents and other records provided by a routine file search will in response to a public records request shall be charged in accordance with at a copy rate established in the City's annual adopted Fee Schedule ~~fee resolution.~~
- B. The City may recover the actual ~~include a fee established to reimburse for the costs of time spent by the city attorney in reviewing the public records, redacting materials from the public record into exempt and nonexempt records. The City fee may also include the cost of time spent by an attorney for the City in determining the application of the provisions of ORS 192.410 – 192.505 when legal services are necessary to determine whether records are exempt from disclosure, review proposed redactions, or otherwise advise the City regarding compliance with Oregon Public Records Law.~~
- C. For purposes of applying the 15 minutes of staff time provided without charge under the City's adopted Public Records Fee Schedule, the City may consider multiple requests from the same requester to be a single request when the requests are related to the same substantive matter, seek the same or substantially similar records, constitute additions or continuations of a prior request, or divide a larger request into separate requests. This includes recurring requests for the same type of records covering successive time periods. Related or recurring requests shall be considered together only within the same calendar year. Beginning January 1 of each year, a subsequent request shall be treated as a new request for purposes of applying the complimentary staff time.
- C.D. The City may not establish a fee greater than \$25 unless the ~~requestor~~ requester ~~is provided with written notification of the estimated amount of the fee and the requestor confirms that he/she wants the City should to proceed with making the records available.~~
- D.E. A 50% deposit be required if the amount of the request is greater than \$100. If the actual charges are less than the prepayment, any overpayment shall be

~~promptly refunded.~~ The City may require a deposit of up to 50% of the estimated cost when the estimated fee exceeds \$100.

- ~~F.~~ If the requester fails to respond within 60 days to a good faith request from the City for information, payment of fees, or clarification, the ~~public body~~ City shall may close the request.

~~E.~~

Section 146: Fee Waivers or Reductions

- A. Copies of public records may be furnished without cost or at a substantial reduction if the City ~~Recorder Clerk~~ or designee determines the waiver is in the public interest because making the record available primarily benefits the general public.
- B. ~~The department head will review the waiver or reduction request while also considering the requestor's ability to pay and any financial hardship on the City that might arise from granting the waiver. A three-part analysis will be used to evaluate fee waiver or reduction requests to determine (a) whether a waiver or reduction is prohibited by law, (b) whether the waiver meets the public interest test because making the record available primarily benefits the general public, and (c) whether to grant a fee waiver or reduction.~~ The City Recorder or designee shall evaluate requests for fee waivers or reductions consistent with Oregon Public Records Law and whether disclosure primarily benefits the general public.
- C. ~~Copies of routine~~ Routine materials ~~personal to a requestor will be furnished without charge except for police reports. Any non-routine materials requested will be charged at the fee set by City Council resolution that are readily available may be provided without charge, consistent with this policy, at the discretion of the City Recorder or designee. Any request requiring additional staff time or resources shall be assessed fees in accordance with the City's adopted Fee Schedule.~~
- D. Copies of routine materials requested by any Lebanon elected official or appointed member of a City advisory board or committee will be furnished without charge if the request relates to information needed to act in one's official capacity. Any other materials requested will be charged at the fee set by City Council resolution.
- E. Routine materials are defined as those items already regularly produced.
- ~~F.~~ A person who believes there has been an unreasonable denial of a fee waiver or fee reduction may petition the district attorney.

~~F.~~

Section 157: The City will periodically review and make available to the public a written procedure for making public records requests that includes:

- A. A person and address to which public records requests may be sent;

- B. The amounts and the manner of calculating fees that the City charges for responding to requests; and
- C. Any other information that will assist a person seeking public records of the City.

Passed by the Lebanon City Council and executed by the Mayor on this ~~9~~¹⁴th day of ~~August 2019~~September 2026 by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Clerk

**A RESOLUTION ADOPTING AN UPDATED
PUBLIC RECORDS POLICY, INCLUDING
REASONABLE MEASURES FOR PUBLIC
RECORDS REQUESTS, AND REPEALING
RESOLUTION NO. 2019-23**

) **RESOLUTION NO. 2026 - 2021**
)
)
)
)

WHEREAS, according to ORS 192.420, every person has the right to inspect any nonexempt public record of the City of Lebanon subject to reasonable procedures; and

WHEREAS, the City of Lebanon recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner; and

WHEREAS, the State Attorney General suggests that public bodies establish protective measures to maintain the integrity of public records or to prevent interference with the duties of the records custodians; and

WHEREAS, the State Attorney General recommends there be a process in which the public has an opportunity to comment on these measures; and

WHEREAS, the City Council periodically reviews its Public Records Policy to ensure compliance with Oregon Public Records Law and to provide an efficient and consistent process for responding to public records requests.

NOW, THEREFORE, BE IT RESOLVED by the Lebanon City Council, that:

Section 1: Resolution No. 2019-23 is hereby repealed and replaced by this Resolution.

Section 2: The City shall provide proper and reasonable opportunities for inspection and examination of the records during usual business hours if such request does not interfere with the regular discharge of duties.

Section 3: A request to inspect or receive a public record may be made orally or in writing. Public records requests may be submitted through the City's designated online public records portal or by another written method. The City encourages use of the online portal to facilitate accurate tracking and timely processing of requests. Requests shall include sufficient information to enable the City to identify and locate the requested records and sufficient contact information to provide a response. The City may request additional information or clarification when necessary to identify the requested records or facilitate an accurate and timely response.

Section 4: The City shall respond to a person who makes a written request for public records within five business days. The response will acknowledge receipt of the request and include one of the following:

- A. Confirm that the City is the custodian of the requested record;
- B. Inform the requester that the City is not the custodian of the public records; or
- C. Notify the requester that the City is uncertain whether it is the custodian of the requested record.

Section 5: The City is not required to create a new public record, customize an existing record, compile information in a manner not already maintained, or otherwise create information in response to a public records request.

Section 6: If the public record is maintained in an electronic or machine-readable format, the City shall provide a copy of the public record in the format requested, when that format is available. If the requested format is not available, the City will provide the record in the format in which it is maintained.

Section 7: A person making a public records request may personally inspect the requested document during normal business hours. A City staff member shall be present while any original public records are being inspected to ensure protection of the documents.

Section 8: Providing nonexempt public records is a governmental activity covered by the Americans with Disabilities Act (ADA). The City will provide an opportunity for individuals with disabilities to request an alternative form.

Section 9: Before any public record is released or made available for inspection, City staff shall review the record to determine whether any portion is exempt from disclosure under Oregon Public Records Law. If exempt information is contained within a record, the City may redact the exempt material and provide the remainder of the record. Costs associated with legal review and redaction may be recovered in accordance with the City's adopted Fee Schedule.

Section 10: Original public documents may not be taken out of the City's custody.

Section 11: City records shall be released only when they are subject to disclosure under Oregon Public Records Law and not exempt from disclosure.

Section 12: The City shall complete its response to a public records request as soon as practicable and without unreasonable delay, and no later than 10 business days after the City's five-business day acknowledgment, unless additional time is permitted under Oregon Public Records Law.

- A. Time periods established by ORS 192 do not apply to the City if compliance would be impracticable due to:
 - 1. The staff necessary to complete a response to the public records request are unavailable. Staff who are on leave or are not scheduled to work are considered to be unavailable.

2. Compliance would demonstrably impede the City's ability to perform other necessary services.
3. The volume of the public records requests being simultaneously processed by the City.
4. If the City cannot comply with the time periods established by ORS 192, it shall as soon as practicable and without unreasonable delay acknowledge a public records request and complete the request.

Section 13: Fees

- A. The first 15 minutes of staff time required to respond to a public records request shall be provided without charge. Staff time exceeding 15 minutes may be charged in accordance with the City's adopted Public Records Fee Schedule. The City will establish a fee in its annual fee resolution that is reasonably calculated to reimburse the City for the actual cost of making public records available, including locating and retrieving the requested records, reviewing the records to delete exempt material, supervising a person's inspection of original documents to protect the integrity of the records, summarizing, compiling, or tailoring a record, either in organization or media, to meet the person's request. The City may charge allowable fees for staff time incurred in responding to a request, including requests that require substantial staff time or significantly disrupt the regular discharge of City duties, even if no responsive records are located or the records located are exempt from disclosure. Copies and other records provided in response to a public records request shall be charged in accordance with the City's adopted Fee Schedule.
- B. The City may recover the actual cost of attorney review when legal services are necessary to determine whether records are exempt from disclosure, review proposed redactions, or otherwise advise the City regarding compliance with Oregon Public Records Law.
- C. For purposes of applying the 15 minutes of staff time provided without charge under the City's adopted Public Records Fee Schedule, the City may consider multiple requests from the same requester to be a single request when the requests are related to the same substantive matter, seek the same or substantially similar records, constitute additions or continuations of a prior request, or divide a larger request into separate requests. This includes recurring requests for the same type of records covering successive time periods. Related or recurring requests shall be considered together only within the same calendar year. Beginning January 1 of each year, a subsequent request shall be treated as a new request for purposes of applying the complimentary staff time.
- D. The City may not establish a fee greater than \$25 unless the requester is provided written notice of the estimated fee and confirms that the City should proceed with making the records available.
- E. The City may require a deposit of up to 50% of the estimated cost when the estimated fee exceeds \$100.

- F. If the requester fails to respond within 60 days to a good faith request from the City for information, payment of fees, or clarification, the City may close the request.

Section 14: Fee Waivers or Reductions

- A. Copies of public records may be furnished without cost or at a substantial reduction if the City Recorder or designee determines the waiver is in public interest because making the record available primarily benefits the general public.
- B. The City Recorder or designee shall evaluate requests for fee waivers or reductions consistent with Oregon Public Records Law and whether disclosure primarily benefits the general public.
- C. Routine materials that are readily available may be provided without charge, consistent with this policy, at the discretion of the City Recorder or designee. Any request requiring additional staff time or resources shall be assessed fees in accordance with the City's adopted Fee Schedule.
- D. Copies of routine materials requested by any Lebanon elected official or appointed member of a City advisory board or committee will be furnished without charge if the request relates to information needed to act in one's official capacity. Any other materials requested will be charged at the fee set by City Council resolution.
- E. Routine materials are defined as those items already regularly produced.
- F. A person who believes there has been an unreasonable denial of a fee waiver or fee reduction may petition the district attorney.

Section 15: The City will periodically review and make available to the public a written procedure for making public records requests that include:

- A. A person and address to which public records requests may be sent;
- B. The amounts and the manner of calculating fees that the City charges for responding to requests; and
- C. Any other information that will assist a person seeking public records of the City.

Passed by the Lebanon City Council and executed by the Mayor on this 9th day of September 2026 by a vote of ____yeas and ____nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, MMC, City Clerk



925 S. Main Street
Lebanon, Oregon 97355

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Item # 10.

MEMORANDUM

City Manager's Office

Date: September 1, 2026

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: Street Light Conversion Contract and Interfund Loan Resolution Approval

Background

Pacific Power recently contacted the City regarding an opportunity to convert the City's existing street lighting system to energy-efficient LED fixtures. The proposed project would convert 635 Pacific Power-owned streetlights currently serving the City. The existing system includes a combination of high-pressure sodium (HPS) and mercury vapor (MV) fixtures. Under the proposed Street Lighting Agreement, Pacific Power will complete the conversion and, following completion, continue to maintain and operate the company-owned street lighting facilities in accordance with the applicable tariff. The replacement fixtures may be either Dark-Sky compliant 3000K or 4000K CCT lighting.

The estimated project cost is \$165,651. Under the agreement, the City is responsible for the actual cost of the conversion, including applicable project costs and support services. The final project cost may be adjusted based on the actual number of fixtures converted and other applicable project costs.

The project qualifies for significant incentives through the Energy Trust of Oregon (ETO). Based on the incentive information provided to the City, the anticipated ETO incentive is \$116,412.48, consisting of a standard incentive of \$68,092.48 and a bonus incentive of \$48,320.00. To qualify for the bonus incentive, the City must agree to proceed with the project and execute the contract before September 21, 2026.

The City will initially be responsible for paying Pacific Power the full project cost. After the project is completed, ETO will issue the incentive payment directly to the City. Based on the current estimated project cost and incentives, the City's estimated net project cost would be approximately \$49,238.52.

In addition to the upfront incentive, conversion to LED lighting will allow the City to qualify for reduced Customer Funded rates for LED street lighting. Pacific Power estimates that the City will save approximately \$24,130.68 annually in energy costs following completion of the

conversion. Based on the current project estimate and anticipated ETO incentive, the annual energy savings would recover the City's estimated net project cost in approximately two years. Thereafter, the reduced street lighting costs would provide ongoing savings to the City.

Pacific Power's agreement identifies an estimated project completion date of March 31, 2027. As part of the project, the City will also provide a secure, locked staging area at the Public Works Facility that will allow access to restrooms, dumpsters, a forklift, and recycling facilities.

This project was not included in the City's adopted budget for the current fiscal year. Staff is proposing a transfer of appropriations of \$50,000 from the Street Maintenance Fund's contingency to provide sufficient funding to complete the project.

Recommendation

Staff recommends that the City Council approve the Pacific Power Street Lighting Agreement for the LED conversion project and authorize the City Manager to execute the agreement on behalf of the City. Staff further recommends approval of Resolution No. 2026-22, authorizing a transfer of appropriations of \$50,000 to fund the project.

**A RESOLUTION AUTHORIZING A TRANSFER OF) RESOLUTION NO. 2026-22
 APPROPRIATIONS FOR THE CITY OF LEBANON'S)
 STREET MAINTENANCE BUDGET FOR 2026-2027)
)**

WHEREAS, ORS 294.463(1) allows for the governing body to adopt a resolution to transfer appropriations for a specific purpose or purposes; and,

WHEREAS, the City of Lebanon was approached by the electric company Pacific Power with an offer to replace 635 streetlights to LED lights; and,

WHEREAS, an adjustment is necessary to cover the cost of replacing the lights which was not budgeted for the current fiscal year, and;

WHEREAS, the total cost to the City for the figure replacement is \$49,239 and operating funds for this purchase cannot be gleaned from existing expenditure authority in the materials & services budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF LEBANON CITY COUNCIL AS FOLLOWS:

Section 1. Authorizes the following transfer of appropriations of the 2026-2027 budget:

<u>Account</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Adjustment</u>	<u>Amended Budget</u>
<u>Street Maintenance</u>				
558-480-61130	Contract Services	79,800	50,000	129,800
558-950-80005	Operating Contingency	100,850	(50,000)	50,850

Section 2. Section 1 of this resolution are effective immediately upon passage,

Passed by the Lebanon Urban Renewal Agency Board and executed by the Mayor on this 9th day of September, 2026 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

 Kenneth Jackola, Mayor ☐
 Michelle Steinhebel, Council President ☐

ATTEST:

 Julie Fisher, MMC, Agency Recorder



925 S. Main Street
Lebanon, Oregon 97355

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MEMORANDUM

City Attorney's Office

Date: September 9, 2026

To: Mayor Jackola and City Council
From: Tre' Kennedy, City Attorney
Subject: Public Defender Contract Renewal

Introduction

At the conclusion of the August City Council meeting staff was requested to draft language addressing the parking of refrigerated trucks in the vicinity of residential neighborhoods or noise sensitive areas (property normally used for sleeping, or normally used as a school, church, hospital or public library).

Current Report

Attached, please find Ordinance 2026-07, Ordinance No. 3049 which adds subsection L to the list of per se violations set forth in LMC 8.10.050. Subsection L prohibits:

The parking of any vehicle or trailer in, or in the vicinity of, a residential zone or noise sensitive area, between the hours of nine p.m. and seven a.m. while any motor, engine or auxiliary motor engine, including but not limited to those for refrigeration or electrical generation purposes, is in operation so as to create unreasonable noise.

Requested Action

Staff recommends that the City Council approve the Ordinance.

**A BILL FOR AN ORDINANCE AMENDING)
 CHAPTER 8.10 OF THE LEBANON)
 MUNICIPAL CODE TITLED “NOISE)
 REGULATIONS” BY RESTRICTING THE)
 USE OF REFRIGERATION UNITS IN)
 RESIDENTIAL AREAS)**

Ordinance Bill No. 2026- 07

Ordinance No. 3049

WHEREAS, unreasonable noise degrades the environment of the city of Lebanon because it is harmful to the health, welfare, and safety of its inhabitants and visitors; it interferes with comfortable enjoyment of life and property; it interferes with the well-being, tranquility, and privacy of the home; and it can cause and aggravate health problems.

WHEREAS, The effective control and elimination of loud and unreasonable noise in residential areas or noise sensitive areas is essential to the health and welfare of the city of Lebanon’s citizens.

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

Section 1. Section 8.10.050 of the Lebanon Municipal Code is amended to add Subsection “L” to the list of *per se* violations.

8.10.050 – Noise Prohibited.

No person shall create, or assist in creating, or permit the continuance of unreasonable noise which annoys disturbs, injures or endangers the comfort, repose, health, safety or peace of others. The following acts are declared to be *per se* violations of this ordinance. This enumeration does not constitute an exclusive list:

[L. The parking of any vehicle or trailer in, or in the vicinity of, a residential zone or noise sensitive area, between the hours of nine p.m. and seven a.m. while any motor, engine or auxiliary motor engine, including but not limited to those for refrigeration or electrical generation purposes, is in operation so as to create unreasonable noise.]

Passed by the Lebanon City Council by a vote of ____ for and ____ against and approved by the Mayor on this ____ day of September, 2026.

CITY OF LEBANON, OREGON

 Kenneth Jackola, Mayor

ATTEST:

 Julie Fisher, City Recorder

**A BILL FOR AN ORDINANCE AMENDING)
 CHAPTER 8.10 OF THE LEBANON)
 MUNICIPAL CODE TITLED “NOISE)
 REGULATIONS” BY RESTRICTING THE)
 USE OF REFRIGERATION UNITS IN)
 RESIDENTIAL AREAS)**

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WHEREAS, unreasonable noise degrades the environment of the city of Lebanon because it is harmful to the health, welfare, and safety of its inhabitants and visitors; it interferes with comfortable enjoyment of life and property; it interferes with the well-being, tranquility, and privacy of the home; and it can cause and aggravate health problems.

WHEREAS, The effective control and elimination of loud and unreasonable noise in residential areas or noise sensitive areas is essential to the health and welfare of the city of Lebanon’s citizens.

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

Section 1. Section 8.10.050 of the Lebanon Municipal Code is amended to add Subsection “L” to the list of *per se* violations.

8.10.050 – Noise Prohibited.

No person shall create, or assist in creating, or permit the continuance of unreasonable noise which annoys disturbs, injures or endangers the comfort, repose, health, safety or peace of others. The following acts are declared to be *per se* violations of this ordinance. This enumeration does not constitute an exclusive list:

L. The parking of any vehicle or trailer in, or in the vicinity of, a residential zone or noise sensitive area, between the hours of nine p.m. and seven a.m. while any motor, engine or auxiliary motor engine, including but not limited to those for refrigeration or electrical generation purposes, is in operation so as to create unreasonable noise.

Passed by the Lebanon City Council by a vote of ____ for and ____ against and approved by the Mayor on this 9th day of September, 2026.

CITY OF LEBANON, OREGON

 Kenneth Jackola, Mayor

ATTEST:

 Julie Fisher, City Recorder



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Item # 12.

MEMORANDUM

City Manager's Office

Date: August 31, 2026

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: Old Library Building – Future Use and Potential Long-Term Lease

PURPOSE

The purpose of this memo is to seek City Council direction regarding the future disposition and use of the former Lebanon Library building, including whether the City should pursue a long-term lease with the Lebanon Museum Foundation.

BACKGROUND

Over the last several months, staff has been reviewing City-owned properties to identify properties that are no longer needed for current or anticipated municipal purposes, and that could potentially be declared surplus. One property identified through this review is the former Lebanon Library building. The City is not currently using the building for municipal operations, and staff does not anticipate future City use of the facility.

The building is currently leased to the Lebanon Community School District, which uses the facility for a small number of alternative education students. The current lease generates approximately **\$12,000 annually** for the City and extends through **June 2029**. The lease agreement includes a provision allowing termination with six months' notice.

LEBANON MUSEUM FOUNDATION PROPOSAL

Staff has recently been approached by the Lebanon Museum Foundation regarding its interest in the former Library building. The Foundation has expressed interest in either purchasing the property or entering into a long-term lease with the City to operate a community museum at the site.

A long-term lease would allow the City to retain ownership of the property while giving the Museum Foundation the stability needed to invest in the facility and establish a permanent museum location. Any long-term lease would need to address the term of the agreement, lease payments, maintenance responsibilities, capital improvements, insurance, utilities, permitted uses, and other appropriate protections for the City.

SALE OF CITY-OWNED PROPERTY

ORS 221.725 establishes procedures that cities must follow when considering the sale of City-owned real property. Generally, the statute requires the City to publish notice of a proposed sale and conduct a public hearing before completing the transaction. The nature and general terms of the proposed

sale, including an appraisal or other evidence of the property's market value, must be disclosed as part of that process.

Given the Museum Foundation's interest in a long-term lease rather than requiring an immediate transfer of ownership, staff believes a lease may provide an opportunity to establish the building as a community museum while allowing the City to retain ownership of the property.

CURRENT SCHOOL DISTRICT LEASE

If the City Council supports pursuing a long-term lease with the Lebanon Museum Foundation, staff recommends allowing the School District to continue using the building through the upcoming 2026–27 school year.

Rather than terminating the School District's lease immediately, staff recommends establishing June 30, 2027, as the target termination date. This would minimize disruption to the District by allowing it to complete the upcoming school year and provide adequate time to transition its alternative education program to another location.

During this period, staff would also begin negotiations with the Lebanon Museum Foundation regarding the terms and conditions of a potential long-term lease. Any proposed lease would be brought back to the City Council for consideration and approval prior to execution.

RECOMMENDATION

Staff is requesting that the City Council provide direction by motion regarding one of the following options:

Option 1 – Pursue Long-Term Lease with Lebanon Museum Foundation

Direct staff to provide the Lebanon Community School District with the required notice to terminate its lease, with a target termination date of June 30, 2027, and authorize staff to begin negotiations with the Lebanon Museum Foundation for a long-term lease of the former Library building. Any negotiated lease would be returned to the City Council for final consideration and approval.

Option 2 – Pursue Sale of the Property

Direct staff to begin the process necessary to consider declaring the former Library property surplus and prepare the property for potential sale in accordance with ORS 221.725, applicable City procedures, and the advice of the City Attorney. The existing School District lease would remain in place unless the Council directs otherwise.

Option 3 – Maintain the Current Lease

Take no action at this time and allow the existing lease with the Lebanon Community School District to continue through its scheduled expiration in June 2029. Staff could reconsider the property's future disposition closer to the lease's expiration.

Option 4 – Other Direction

Provide staff with alternative direction regarding the future use or disposition of the former Library building.



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Item # 13.

MEMORANDUM

City Manager's Office

Date: September 9, 2026

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: LOC Legislative Priorities

Background

At the August 12, 2026, City Council meeting, Legislative Affairs Consultant Sean Tate presented information regarding the League of Oregon Cities (LOC) proposed legislative priorities for the 2027 legislative session. Mr. Tate discussed the proposed priorities and explained how each issue could directly affect the City of Lebanon and its residents.

Based on the discussion and the issues presented, Mr. Tate recommended that the Lebanon City Council focus its advocacy efforts on the following five priorities:

- Full Funding and Streamlining for Housing Production;
- 2027 Transportation Package;
- Infrastructure Funding;
- Administrative Procedures Act Reform; and
- Land Availability and Land Use Streamlining.

Following the Council discussion, a ballot was provided to Council members by email on August 13, 2026, requesting that each Councilor identify their preferred legislative priorities.

Current Report

<u>Legislative Priority</u>	<u>Number of Responses</u>
• Infrastructure Funding	7
• Land Availability and Land Use Streamlining	6
• 2027 Transportation Package	4
• Full Funding and Streamlining for Housing Production	4
• Administrative Procedures Act Reform	4
• Maintain Affordable Energy While Supporting Grid Hardening and Modernization	3
• Support Responsible Municipal Use of Technology	2
• Targeted Prevailing Wage Changes	1

- Water Reuse 1
- Public Meeting Law Clarity 1
- Alcohol Revenue Modernization 1
- Strengthening Economic and Workforce Development 1

Recommendation

Staff recommends that the City Council discuss the submitted priorities and collaboratively identify its top five legislative priorities for the 2027 legislative session.

Following discussion, Council may make a motion identifying the City of Lebanon's five legislative priorities.

Suggested Motion: *"I move that the Lebanon City Council adopt the following five legislative priorities for the 2027 legislative session: [insert five priorities as determined by Council]."*

Please choose your 5 top priorities using the check boxes. Each priority title is a hyperlink that will take you to that specific page of the voter guides for additional information.

Broadband, Cybersecurity, AI, and Telecommunications Committee

- ☐ Promote the Equitable Development of Sustainable Telecom Infrastructure
- ☐ Maintain Local Control of a Safe, Modern Right of Way
- ☐ Support Equitable Access to Technology
- ☐ Support Responsible Municipal Use of Technology
- ☐ Support Municipal Cybersecurity Proficiency

General Government Committee

- ☐ Administrative Procedures Act Reform
- ☐ Public Meetings Law Clarity

Housing, Land Use, and Community Development

- ☐ Funding and Coordination for Shelter and Homeless Response
- ☐ Full Funding and Streamlining for Housing Production
- ☐ Land Availability and Land Use Streamlining

Energy and Environment Committee

- ☐ Invest in Community Energy Resilience/Disaster Planning
- ☐ Support Expedited Local Renewable Energy Generation
- ☐ Support Increased Energy Transmission Capacity
- ☐ Maintain Affordable Energy while Supporting Grid Hardening and Modernization
- ☐ Resource Programs for Energy Efficiency Planning and Project Development
- ☐ Support Administrative Capacity

Finance, Taxation, and Economic Development Committee

- ☐ Targeted Prevailing Wage Changes
- ☐ Alcohol Revenue Modernization
- ☐ Emergency Communication System Resources
- ☐ Strengthening Economic and Workforce Development

Transportation Committee

- ☐ 2027 Transportation Package
- ☐ Cautious Adoption of Autonomous Vehicles
- ☐ City Supported Street Sign Traditions

Water and Wastewater Committee

- ☐ Infrastructure Funding
- ☐ Water Reuse
- ☐ Ratepayer Assistance
- ☐ Water Workforce Development



League of Oregon Cities

2026 Member Voter Guide
2027-28 LOC Legislative Priorities

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2026 Member Voter Guide

Background: The LOC [policy committees](#) are the foundation of the League's policy development process. Each even-numbered year, the LOC appoints city officials to serve on these committees. They receive informational briefings, analyze policy and technical issues, and ultimately recommend positions and strategies for the upcoming two-year legislative cycle. We want to acknowledge officials that dedicated their time and expertise to develop the priorities – *thank you* for supporting the LOC in crafting a strong agenda to support our legislative work.

This year, seven committees identified 27 legislative policy priorities to advance to the full membership and LOC Board of Directors. It's important to understand that the issues that do not rise to the top based on member ranking are not diminished with respect to their value to the policy committee or the LOC's advocacy. These issues will still be key components of the LOC's legislative portfolio for the next two years.

Ballot/Voting Process: Each city is asked to review the recommendations from the each of the policy committees and provide input to the LOC Board of Directors, which will formally adopt the LOC's 2027-28 legislative agenda. While each city may have a different process when evaluating the issues, it's important for cities to engage with their mayor and entire council to ensure the issues are evaluated and become a shared set of priorities. During its October meeting, the LOC Board will formally adopt a set of priorities based on the ranking process through the survey and their evaluation.

Each city is permitted **one** ballot submission. **Once your city has reviewed the proposed legislative priorities, please complete the electronic ballot to indicate the top five (5) issues that your city would like the LOC to focus on during the 2027-28 legislative cycle.** The lead administrative staff member (city manager, city recorder, etc.) will be provided with a link to the electronic ballot. If your city did not receive a ballot link or needs an alternative way to vote, please reach out to Meghyn Fahndrich at mfahndrich@orcities.org and Nicole Stingh at nstingh@orcities.org.

Important Deadline: The deadline for submitting your city's vote is **5 p.m. on Friday, September 25, 2026.**

Broadband, Cybersecurity, Artificial Intelligence (AI), and Telecommunications Committee

LOC Contact: Greg Miller, gmliller@orcities.org

PROMOTE THE EQUITABLE DEVELOPMENT OF SUSTAINABLE TELECOM INFRASTRUCTURE

RECOMMENDATION: The LOC recognizes and has prioritized broadband access, and telecom infrastructure more broadly, as an “essential service” and will advocate for affordable, safe, reliable, high-speed infrastructure development and access in every city. This includes but is not limited to: supporting expansion of service options for municipalities; increasing rural cellular infrastructure; and maintaining open access to networks that provide choice to community members.

Background: Advancements in telecommunications technology have ushered in unprecedented investments in infrastructure development aimed at providing broadband access and other communication modalities to all. Deploying infrastructure in Oregon must be done equitably across the state’s diverse landscape and focus on addressing current coverage gaps as well as statewide infrastructure that serves all.

MAINTAIN LOCAL CONTROL OF A SAFE, MODERN RIGHT OF WAY

RECOMMENDATION: The LOC will oppose any legislation seeking to preempt local control of municipal rights-of-way (ROW). The LOC will also support legislation aimed at codifying home rule management of the local ROW and the revenue derived from use of the ROW, while encouraging ROW users to timely upgrade and replace their infrastructure lost to natural disaster.

Background: Home rule authority and local ROW management allow local governments to safely manage ROW issues that arise after work is complete, and when the ROW work-related permit may no longer be in effect. It ensures that utilities installing facilities in the ROW have financial protections like insurance in place, which help protect the public using the ROW and other entities whose infrastructure may be damaged during utility work. It ensures that local taxpayers will not have to pay costs associated with utilities’ use of the ROW. It also ensures accountability through a variety of enforcement mechanisms.

SUPPORT EQUITABLE ACCESS TO TECHNOLOGY

RECOMMENDATION: The LOC will support policies such as the Oregon Lifeline Program to ensure digital inclusion. The LOC will also continue to monitor implementation of the

U.S. Department of Justice’s website accessibility rule implementation and support municipal resource opportunities for accessibility. Finally, the LOC will support funding for programs that increase digital skills, equity, and adoption.

Background: All individuals regardless of physical, financial, or any other barrier have a right to access advancements in telecom technology.

SUPPORT RESPONSIBLE MUNICIPAL USE OF TECHNOLOGY

RECOMMENDATION: The LOC will support legislation that acknowledges forward-thinking regulations, taking into account the rapid evolution of telecom systems. The LOC may also support agency policy options that include municipal telecom resilience and concepts such as municipal AI assessments, and an “AI Sandbox” to further understanding of AI risks and other technological advancements in a controlled environment. In this work, the LOC will work to prevent unfunded mandates.

Background: Advancements in technology, including but not limited to AI, have demonstrated operational efficiencies, yet those come with risks if not implemented correctly and used safely. The LOC is cautiously optimistic about the use of AI and other tools that increase service and operational efficiency, but recognizes that some regulation may be necessary to define appropriate municipal uses and foster an atmosphere of responsibility and data safety.

SUPPORT MUNICIPAL CYBERSECURITY PROFICIENCY

RECOMMENDATION: The LOC opposes unfunded mandates and will advocate for technical support and funding to give all cities access to innovative technology, enhanced state programs, cybersecurity notification resources and assistance protecting critical infrastructure and data during cyber-attacks.

Background: Cybercriminals target municipalities as vulnerable systems holding valuable personal data and financial records. Historical underfunding of cybersecurity, antiquated system architecture, and lack of cybersecurity training contribute to the increasing trend in municipal cyberattacks. Cyberattacks can impact services with dire consequences for residents. Hackers typically look for the easiest entry path, and local governments often lack the resources to respond.

General Government Committee

LOC Contact: Charlie Conrad, cconrad@orcities.org

ADMINISTRATIVE PROCEDURES ACT REFORM

RECOMMENDATION: The LOC will advocate for the comprehensive modernization of the Oregon Administrative Procedures Act (APA) to restore regulatory transparency, strict alignment with legislative intent, and meaningful public accountability across all state agencies. This advocacy should include:

- Standardizing the rulemaking process across all state agencies to eliminate regulatory fragmentation;
- Strengthening public and expert participation in all rulemaking and workgroup processes;
- Establishing independent oversight and auditing of fiscal impact statements;
- Limiting and restricting the use of emergency rulemaking to actual crises; and
- Reforming judicial deference standards to ensure state agencies remain answerable to elected leaders and voters.

Background: Established in 1971, the Oregon APA is the legal framework that dictates how state agencies create regulations. However, the system has not seen a major update in decades, resulting in an unpredictable regulatory environment. Because there is no single standard for all agencies, different departments often pass conflicting rules that make compliance incredibly difficult for organizations on the ground. Furthermore, many key agencies report to independent boards rather than the governor, which creates an accountability vacuum. Recent state court decisions have compounded the issue by granting agencies broad leeway, ruling that their regulations do not strictly have to align with the original legislative intent.

This regulatory breakdown directly impacts local governments. When uncoordinated state agencies issue overlapping or conflicting rules, cities are left trapped in the middle—forced to navigate a maze of contradictory mandates that drain municipal staff time and stretch city budgets. Furthermore, because recent court rulings have stripped away traditional checks on administrative reach, cities have lost the ability to challenge flawed, 'one-size-fits-all' state regulations that ignore local realities. This loss of local control and financial stability necessitates reform. Protecting municipal home rule, ensuring local voices are actually heard during the rulemaking process, and restoring a sense of predictability and fairness to how state policies are implemented on the ground is necessary.

PUBLIC MEETINGS LAW CLARITY

RECOMMENDATION: The LOC will advocate for a comprehensive statutory reset of the Oregon Public Meetings Law to restore operational functionality and practicality for local governments while protecting public transparency. This priority includes the following provisions:

- Establishing an Intentionality Requirement: Limit serial meeting violations strictly to actions taken "knowingly and intentionally" to protect volunteer elected officials from penalties for good-faith, inadvertent errors.
- Streamlining Complaint Enforcement: Authorize the Oregon Government Ethics Commission (OGEC) to immediately dismiss incomplete, trivial, or bad-faith complaints.
- Holding the Right Entity Accountable: Shift personal liability for purely administrative errors—such as delayed meeting notices—away from individual elected officials and onto the public body as an institution.
- Expanding the "Cure" Process: Provide flexible, accessible avenues for local governments to address and correct procedural complaints, including decision rescission or public acknowledgement with a corrective action plan.
- Right-Sizing Training Requirements: Reform mandatory compliance training to occur once per elected term rather than annually, while allowing incoming officials to complete the requirement prior to being sworn in.

Background: Oregon's Public Meetings Law prohibits local elected officials from deliberating in private, a rule that includes a ban on "serial meetings," where separate, smaller discussions are held over time that may add up to a quorum. Recent Oregon Government Ethics Commission (OGEC) rules and training on this topic have created widespread confusion, leaving public officials deeply uncertain about how they can communicate with each other, their residents, or the media. A diverse work group of local leaders and legislators spent months negotiating a bipartisan fix during the 2026 legislative session, but Governor Kotek ultimately vetoed the bill, calling for stakeholders to return to the drawing board for the 2027 session. Today, the interpretation of this law remains highly contentious, and ongoing discrepancies create massive structural ambiguities and political tensions, making it incredibly difficult for local leaders to effectively govern.

To make the public meetings law workable, several practical fixes are urgently needed to save taxpayer resources and provide clarity to local officials. The current system: forces volunteer leaders to face personal liability for minor staff mistakes like late meeting notices; offers no clear way for cities to self-correct simple procedural errors; and requires repetitive annual training. To keep local governments functioning, the state

must shield individual officials from administrative liability, allow the OGEC's staff to quickly dismiss trivial or bad-faith complaints, create a clear path for cities to self-correct honest mistakes, and right-size compliance training to once per elected term.

Housing, Land Use, and Community Development Committee

LOC Contact: Alexandra Ring, aring@orcities.org

FUNDING AND COORDINATION FOR SHELTER AND HOMELESS RESPONSE

RECOMMENDATION: The LOC opposes cuts to the state shelter system funding and supports continued state investments in a comprehensive homeless response system to fund eviction prevention, shelter, and rehousing. These investments should include:

- Strengthening our coordinated regional homeless response;
- Funding a range of shelter types in cities across the state, including alternative shelter models, safe parking programs; and
- Funding eviction prevention, rapid rehousing, outreach, case management, staffing and administrative support, and other related services.

Background: The LOC recognizes that to end homelessness, a cross-sector coordinated approach to delivering services, housing, and programs is needed. Cities are not social service providers and largely do not have the additional revenue sources to fund new services outside their core services, amid ongoing budget cuts. Despite historic legislative investments in recent years, communities continue to struggle to support and rehouse Oregonians experiencing homelessness. In 2025, the Legislature passed HB 3644, which created the Statewide Shelter Program, a comprehensive funding program for state supported local shelters based in regional coordination. In addition to the statutory framework, the Legislature passed a funding package of \$204 million to support sheltering efforts in the 2025-2027 biennium, with \$102 million as the new baseline level of funding for all biennium through 2034. In a tight budget environment, the Legislature's ability and interest in continuing these investments is unclear.

As Oregon continues to face increasing rates of unsheltered homelessness, the LOC is committed to strengthening a regionally based, state-supported homeless response system to ensure all Oregonians can equitably access stable housing and maintain secure, thriving communities. Regional coordination is key to the system's success, and the state, cities, and counties must be part of the solution together.

FULL FUNDING AND STREAMLINING FOR HOUSING PRODUCTION

RECOMMENDATION: The LOC will seek opportunities to address structural barriers to

production of different housing options at the regional and state level. This includes:

- Streamlining state agency programs, directives, funding metrics, and grant timelines that impact development;
- Accurate tracking of units produced on the ground, rather than units unlocked;
- Aligning state programs with local capital improvement and budget timelines; and
- Increasing connections between affordable housing resources at Oregon Housing and Community Services (OHCS) with the land use directives in the Oregon Housing Needs Analysis (OHNA) and Climate Friendly and Equitable Communities (CFEC) programs at the Oregon Department of Land Conservation and Development (DLCD).

Additionally, the LOC will advocate maintaining and increasing state investments to support the development and preservation of a range of needed housing types and affordability, including:

- Publicly supported affordable housing and related services;
- Affordable homeownership;
- Permanent supportive housing;
- Affordable modular and manufactured housing;
- Middle housing types; and
- Moderate-income workforce housing development.

Background: Recent legislation and executive orders have made significant changes to the state's land use planning process, including new housing production directives for cities and counties. And yet, housing production levels remain below our state's current needs. The state should prioritize implementation, funding, and coordination of existing programs in the 2027-2028 legislative sessions before considering any new policies, including direct funding for housing production to address the underlying economic challenges that prevent production.

LAND AVAILABILITY AND LAND USE STREAMLINING

RECOMMENDATION: The LOC supports updates and streamlining statutes to better support good land use planning and land availability for all needs. This includes:

- Refining land use statutes to provide more clarity and legal certainty for cities;
- Clarifying wetland statutes and inventories to allow efficient and orderly urbanization of land within urban growth boundaries (UGBs);
- Streamlining UGB expansion and swap processes for residential, commercial, and

industrial land;

- Improving urban reserves process and land prioritization; and
- Funding for technical assistance for code audits and updates to comply with new state statutes.

Background: Oregon's land use system has undergone substantial change over the past decade, without revisions to the underlying structure. Years of layering legislation with different requirements and new interpretations of existing law have increased regulatory complexity that cities must navigate to be compliant within Oregon's land use system. Complying with state land use laws has become expensive, time-consuming and confusing, and prevents cities from having sufficient land for all needs (housing, industrial, and commercial). This has created challenges for ensuring that communities have sufficient supplies of land for all types of development, impacting other the housing and economic development priorities of the state.

Energy and Environment Committee

LOC Contact: Greg Miller, gmliller@orcities.org

INVEST IN COMMUNITY ENERGY RESILIENCE/DISASTER PLANNING

RECOMMENDATION: The LOC will engage in efforts to provide planning resources, technical assistance and funding to cities preparing to withstand, maintain and recover their energy needs in the event of a disaster. This includes resources for energy efficiency and/or local energy generation like biomass, solar, hydro, biogas, and generators. It also includes virtual power plants, microgrids, energy storage, and other solutions that help cities and their communities increase energy resilience.

Background: Frequency and severity of natural disasters and growing regional energy shortages have demonstrated the potential to cripple Oregon communities during an emergency. Intentional disaster planning and community energy resource development can be costly, but will contribute to Oregon cities' resilience and ongoing viability during floods, seismic events, drought, wildfires, and energy brown/blackouts.

SUPPORT EXPEDITED LOCAL RENEWABLE ENERGY GENERATION

RECOMMENDATION: The LOC will continue to support traditional large renewable energy development and transmission projects while mitigating impacts on local control. To support Oregon clean/renewable energy targets and increased capacity, the LOC also supports local initiatives to develop alternative/renewable energy sources that fit the needs of each city.

Background: Recent studies of projected Pacific Northwest energy load growth in the next five years show a projected shortfall of 3GW (3,000,000kw) by 2030. That shortfall compounds by 2035. Viability of Oregon cities depends upon increased reliable energy generation.

SUPPORT INCREASED ENERGY TRANSMISSION CAPACITY

RECOMMENDATION: The LOC will explore and support initiatives that increase renewable energy transmission while mitigating impacts on local control.

Background: Large scale renewable energy is largely produced east of the Cascade divide. Maximizing current transmission and developing new capacity to make renewable energy available to all regions is an important factor in achieving equitable community energy resilience while meeting Oregon decarbonization and climate goals.

MAINTAIN AFFORDABLE ENERGY WHILE SUPPORTING GRID HARDENING AND MODERNIZATION

RECOMMENDATION: The LOC will support initiatives that balance necessary grid modernization against manageable rate increases for cities and residents.

Background: Growing and modernizing Oregon's aging electric grid is necessary. However, upgrades and increased capacity are challenging. Utilities are not insulated from recent inflation and face unprecedented increases in equipment and infrastructure costs. Customers are also seeing increased rates due to rising utility infrastructure costs and spending on wildfire mitigation.

RESOURCE PROGRAMS FOR ENERGY EFFICIENCY PLANNING AND PROJECT DEVELOPMENT

RECOMMENDATION: The LOC will support legislation that further supports Community Renewable Energy Programs, Green Bank Concepts, Home Energy Rebates, Solar and Storage Rebates, Electrification Incentives.

Background: Oregon's 241 incorporated cities are at the forefront of delivering on Oregon's climate and energy goals: building decarbonization, energy efficiency and renewable energy generation. These mandates, while important, fall largely upon local governments that are perpetually constrained financially. Continued legislative allocations to support climate/energy programs and local governments will be paramount to continue taking the incremental steps necessary to achieve the state's 2030 greenhouse gas reduction targets and 2040 emissions elimination goals.

SUPPORT ADMINISTRATIVE CAPACITY

RECOMMENDATION: The LOC will support state budgets that increase targeted agency capacity needed to adequately and efficiently provide technical assistance, permitting and resources to municipalities related to state and federal energy and climate goals. This includes fully funded and staffed local programs dedicated to implementation of state climate and decarbonization initiatives, especially those related to guidance derived from federal agencies.

Background: Looming large in the Pacific Northwest are concerns about federal energy policies and utility capabilities to meet Oregon’s clean energy targets. Additional capacity at the state level will support communities that are navigating changing guidance and requirements.

Finance, Taxation, and Economic Development Committee

LOC Contact: Colette Tipper, ctipper@orcities.org

TARGETED PREVAILING WAGE CHANGES

RECOMMENDATION: The LOC will advocate for targeted changes to prevailing wage requirements that: recognize urgent needs for Oregon communities; consider the impact of inflation; and maintain the original intent of Oregon’s prevailing wage law. This includes supporting reoccurring legislation to exempt publicly financed facilities aimed at addressing the housing crisis (affordable housing, shelters, day centers) and the lack of childcare, as well as efforts to address mounting infrastructure needs impacting housing and economic development. The LOC will support additional clarity around split determination issues that are impacting growth, ensuring cities can proactively prepare for growth without impacting future, private developments.

Background: Prevailing wage rates are minimum hourly rates a contractor must pay its employees under public works contracts; and while there are federal and state prevailing wage rates, the recommendation above impacts state prevailing wage laws. The wage rates vary by occupation and region, with the rates being set by the Oregon Bureau of Labor & Industries (BOLI). Oregon law requires prevailing wages to be paid on a project if it hits one of two specific triggers: the public agency trigger or the public funding trigger:

1. Public Agency Trigger - If a project meets the definition of a “public works” under ORS 2798C.800(6)(a) and the total cost of the project is \$50,000 or more. Examples of qualifying projects include roads, buildings, and improvements – whether it’s new construction, renovation, painting, demolition, or the removal of hazardous waste. The \$50,000 threshold was set in 2005. If adjusted for inflation, the threshold would be roughly \$86,000.
2. Public Funding Trigger - A project might be private, but it uses \$750,000 or more of

taxpayer money. The same types of projects qualify for the public funding trigger. Note: there are very specific exceptions of public money being used that do not trigger prevailing wages (see ORS 279C.810(1)(a) and OAR 839-025-0004(11)(b)). The \$750,000 threshold was set in 2007. If adjusted for inflation, the threshold would be roughly \$1.2 million.

Additionally, Oregon law states that in the case of public-private partnerships, BOLI shall divide the project to separate the private and public aspects of the project. The public aspects of the project will be subject to prevailing wage, while the private aspects will not. [This recently impacted developments in the Willamette Valley](#). Developable lots with publicly funded infrastructure should not mean that private projects automatically prevail.

ALCOHOL REVENUE MODERNIZATION

RECOMMENDATION: The LOC will advocate for alcohol tax revenue modernization that generates increased shared revenues for cities. This includes support for recommendations from the HB 3610 Task Force on Alcohol Pricing to increase beer and wine taxes while preserving the existing 34% revenue-sharing distribution to cities. This may also include legislation removing the preemption on local alcohol taxes.

Background: Cities have significant public safety costs related to alcohol consumption and must receive revenue commensurate to the cost of providing services related to alcohol. In considering an increase, the LOC will balance the economic and consumer pressures impacting breweries across the state.

Oregon is a control state and the Oregon Liquor and Cannabis Commission (OLCC, formerly known as the Oregon Liquor Control Commission) acts as the sole importer and distributor of liquor. Cities and other local governments are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% share of net state alcohol revenues. The OLCC has also imposed a 50-cent surcharge per bottle of liquor since the 2009-2011 biennium, which is directed towards the state's general fund. Oregon's beer tax has not increased since 1978 and is \$2.60 per barrel, which equates to about 8.4 cents per gallon, or less than 5 cents on a six-pack. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines. Oregon has one of the lowest beer taxes in the country ([source](#)) and the wine tax is closer to national average ([source](#)).

EMERGENCY COMMUNICATION SYSTEM RESOURCES

RECOMMENDATION: The LOC will support legislation enhancing the effectiveness of the state's emergency communications system through an increase in the 9-1-1 tax. Inflationary factors have lessened the impact of the [emergency communications tax](#). State estimates indicate that this revenue covered 40% of dispatch center costs, but that

figure is inaccurate, with some communities receiving as little as 20-25%.

Background: Oregon's 9-1-1 tax was increased to \$1.00 per line or prepaid transaction effective January 1, 2020, and further increased to \$1.25 effective January 1, 2021. Before this change from 2019's HB 2449, the rate had been 75 cents since 1995. The new tax increase on 9-1-1 expires January 1, 2030. Most cities will not receive this state shared revenue directly, as the city share is directed to the public safety answering point (PSAP) provider connected to the statewide network, and most of these are managed by counties or a regional entity, rather than a city. The PSAPs are only partially funded through the state's Emergency Communications Tax, with the balance of operating costs coming primarily from property taxes. Local governments receive approximately 60% of 9-1-1 taxes, but the taxes generally covered less than 25% of the costs of total PSAP operations before the recent rate increases. Ratios of individual PSAP costs to taxes received vary. The local government share of the state tax is distributed 1% to each county, with the remainder distributed per capita.

STRENGTHENING ECONOMIC AND WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will support efforts to modernize and strengthen Oregon's existing economic development programs while advocating to maintain local flexibility and autonomy over local revenues. The LOC's advocacy includes strengthening and increasing funding for current state programs like Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), the Strategic Investment Program (SIP), the Industrial Site Loan Fund, Brownfield programs, and infrastructure programs, as well as new efforts to support a healthy economy.

The LOC will also support efforts to strengthen Oregon's workforce development initiatives that help to meet critical workforce shortages experienced by public and private employers throughout the state. The LOC will advocate for policies and investments that strengthen local talent pipelines, expand access to workforce education and training, and help communities recruit and retain the skilled workforce needed to support and grow a healthy economy.

Background: Communities across the state have leveraged local economic development incentive programs (Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), Strategic Investment Program (SIP), etc.) to support strong local economies, community investment, and long-term economic growth. These programs are intentionally designed to provide local governments with flexibility to attract and retain industries that align with local economic priorities, infrastructure capacity, and workforce needs. The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new business investment, while the SIP program allows local governments to offer a 15-year partial exemption on the value of new property exceeding a specified investment threshold.

These incentive programs are critical tools for maintaining Oregon’s national competitiveness and generating substantial long-term benefits through job creation, enhanced economic activity, infrastructure investment, and increased tax revenues. Local governments absorb the primary impact of temporary property tax exemptions and provide the infrastructure and public services necessary to support development, while the state realizes significant revenue gains through increased income tax collections and broader economic activity generated by these investments. As the state increasingly benefits from local economic development efforts, it should also be a stronger financial partner in supporting and sustaining these programs. Preserving local discretion, predictability, and flexibility within economic development programs remains essential to ensuring communities can effectively compete for and support major economic development opportunities.

Public and private employers across the state are having trouble filling critical workforce needs. As an example, Oregon respondents to the [2025 Associated General Contractors of America Workforce Survey](#) indicate that 56% expect to hire new employees and 54% have increased headcount in the last year. However, 52% of respondents report trouble hiring due to a lack of qualified and credentialed candidates. This challenge rings true for cities. Cities have reported trouble filling wastewater treatment positions due to lack of qualified candidates, while community colleges are neglecting to start programs because of the high cost of running them.

Transportation Committee

LOC Contact: Nicole Stingham, nstingham@orcities.org

2027 TRANSPORTATION PACKAGE

RECOMMENDATION: The LOC supports a robust transportation package that supports Oregon's multi-jurisdictional, multi-modal, and safety-oriented transportation system. Recognizing that Oregonians don't always know who owns what route they rely on, any revenue should support our shared transportation system. The LOC believes this is most effective through a statewide revenue source rather than more administratively burdensome and inequitable local revenue methods that are unable to ensure that all users pay their fair share (including through user fees).

Cities and locally owned transportation systems rely on a strong state partner to meet our shared goals of a system that moves people from "point a to point b" safely and effectively. In addition, the conditions of state and county routes impact cities by both directing additional traffic on city streets and affecting how residents get to where they need to go safely. This requires system expansion to be secondary to restoring funds in grant programs and transit services, protecting existing programs, and an overall focus on operation and maintenance.

Background: After a failed package in 2025, efforts are underway on a 2027 package to address the known need for state, county, and city infrastructure. The State Highway Fund (SHF) is the primary revenue source for the state's transportation infrastructure, and comes from various sources, including gas and diesel tax, weight mile tax, vehicle registration fees, vehicle title fees, and driver's license fees. These funds are distributed using a 50-30-20 formula, with 50% going to the state, 30% to counties, and 20% to cities. Continued investment in transportation infrastructure is critical for public safety objectives such as the Safe Routes to Schools and the Great Streets programs. In addition to those grant programs, local communities rely on the Statewide Transportation Improvement Fund and Oregon Community Paths resources. These programs are essential in cities to support efficient, convenient, safe, cost-effective transportation systems that are open to all members of our communities.

CAUTIOUS ADOPTION OF AUTONOMOUS VEHICLES

RECOMMENDATION: The LOC will advocate for necessary tools to support communities as autonomous vehicles (AVs) come to Oregon, particularly for private for-hire AVs. Cities are proactively and cautiously preparing for new technology, like autonomous vehicles, and it's crucial to get the regulations right to ensure proper coordination, alignment between all stakeholders, and flexibility as the technology is evolving rapidly.

AVs will impact city goals and requirements, ultimately impacting their transportation system plans. Cities must not be preempted in their ability to permit (as it relates to private for-hire AVs) and regulate the use of this new technology on city infrastructure. Cities should have the ability to:

- Ensure AVs follow the rules of the road and can receive traffic violations like human drivers, and that law enforcement officials are trained on ways to disengage an AV;
- Require geofenced areas to have operational standards based on the local needs or goals (like limiting 0 passenger trips), to accommodate special events, or to address infrastructure challenges that prevent safe deployment of technology;
- Allow revenue generation to offset costs for training law enforcement and first responders; and
- Limit the number of AVs that are allowed to operate in a city, potentially scaling up as predetermined performance benchmarks are reached.

At the same time, the LOC supports federal authority to determine if and when an AV is street ready. In addition, the state should determine cyber safety standards, insurance requirements, vehicle registration, and other activities.

Background: With new technologies comes new and unforeseen challenges and opportunities. AVs offer the ability to improve traffic safety by limiting human error, as

industry data shows. AVs could also promote other economic activity and create access to our transportation system. At the same time, there are key risks to mitigate as we learn lessons from cities across the nation that have operated with AVs. One lesson – a slow rollout will help companies identify and address issues as they arise. From navigating weather to power outages, San Francisco transportation officials have learned a lot and shared that with the LOC’s Transportation Policy Committee. Despite AVs being in operation for years, the California Department of Motor Vehicles recently created rules around traffic citations for AVs nearly two years after their state legislature passed authorizing legislation. Oregon would benefit from waiting until the technology has advanced, being a fast follower rather than an early adapter. In addition, Oregon should balance support for industry and competition with public trust and public good.

In addition, for more than 40 years, the state of Oregon has recognized that for-hire services like taxis and other vehicles for-hire are a necessary part of the transportation system and has left regulation to local authorities (see ORS 221.485, ORS 221.495). Private for-hire AVs should have higher standards for city regulation versus privately owned vehicles.

CITY SUPPORTED STREET SIGN TRADITIONS

RECOMMENDATION: The LOC will advocate to allow cities to support community activities and fundraisers through signs on light poles. Many cities hang signs on street light poles to recognize holidays, and in some cases these signs are sold as a fundraiser to support chambers, downtown organizations, or other community causes (examples include Mother’s Day flowers and Christmas ornaments). State statute prevents this if the sign is visible from a state highway. The LOC will work to create flexibility for cities to support these fundraisers even if they are visible from a state highway.

Background: State statute prevents “advertising signs” within view of state highways, even if they are not on state right-of-way. The state considers advertising to be any exchange of compensation, regardless of its intended purpose. While this is a long-standing statute that is not actively consistently enforced, it has recently prevented one community from supporting a fundraiser for their downtown association. The LOC Transportation Policy Committee is flexible on the solutions and has directed staff to work with the Oregon Department of Transportation on bill language to address this in the least administratively burdensome manner, which will likely include a waiver for fundraising efforts that are endorsed by a city.

Water and Wastewater Committee

LOC Contact: Michael Martin, mmartin@orcities.org

INFRASTRUCTURE FUNDING

RECOMMENDATION: The LOC will advocate for increased and sustained investments in drinking water, wastewater, stormwater, and water reuse infrastructure needed to support housing production, economic development, public health, and environmental protection. This includes: expanding flexible, low-cost financing tools that reduce ratepayer burden; supporting infrastructure capacity needed for housing and economic development; investing in aquifer storage and recovery projects; protecting system development charge authority; and sustaining infrastructure financing programs, including the Special Public Works Fund, which help communities address critical infrastructure needs. The LOC will advocate for policies that recognize the increasing costs associated with regulatory compliance, environmental protection, and workforce needs.

Background: Water infrastructure (drinking water, wastewater, stormwater, and reuse) is essential to supporting housing production, economic development, public health, and environmental protection in communities across Oregon. Cities own and operate drinking water, wastewater, stormwater, and water reuse systems that require ongoing investment to maintain reliability, comply with state and federal regulations, and serve existing and future residents.

The 2024 LOC Infrastructure Survey identified approximately \$6.4 billion in water infrastructure needs statewide. Cities continue to face increasing costs associated with aging infrastructure, regulatory compliance, environmental requirements, workforce challenges, and inflationary factors.

Without adequate infrastructure capacity, communities may struggle to accommodate needed housing development and economic growth. State investments should support direct infrastructure projects and proven financing programs that help communities plan, construct, and upgrade critical facilities. State programs like the Special Public Works Fund play an important role in helping communities address critical infrastructure needs.

WATER REUSE

RECOMMENDATION: The LOC will advocate for policies and investments that support the development and expansion of water reuse projects throughout Oregon. This includes: funding for planning, design, and construction; clear and predictable regulatory pathways; and technical assistance for local governments. The LOC will support

maintaining local flexibility to implement community-specific reuse solutions that protect public health and environmental quality.

Background: The Legislature has recognized the value of water reuse through [House Bill 2169 \(2025\)](#). Despite growing interest in water reuse, many communities face financial, technical, and regulatory barriers that limit the development of water reuse. Cities need funding, technical assistance, and regulatory certainty to evaluate and implement reuse projects that meet local needs. As Oregon continues to invest in water infrastructure and community resilience, water reuse should be recognized as an important tool that complements existing water management strategies and helps communities achieve long-term sustainability goals.

RATEPAYER ASSISTANCE

RECOMMENDATION: The LOC will advocate for improved affordability for drinking water and wastewater customers while maintaining the financial stability necessary to operate, maintain, and improve local utility systems. This includes state-supported water and wastewater ratepayer assistance programs, and policies that consider affordability impacts on residents.

Background: Cities face the challenge of balancing affordability for residents with the investments necessary to maintain safe and reliable utility systems. State-supported ratepayer assistance programs and increased participating in infrastructure funding can help reduce financial burdens on households while preserving the financial sustainability of local utilities and ensuring continued access to essential water services. In 2025, the Legislature introduced [House Bill 3527](#), which requested \$11 million to continue funding the program, but the bill did not advance out of the budget committee.

WATER WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will advocate for investments in workforce development programs that support the recruitment, training, certification, and retention of drinking water and wastewater professionals. This includes: support for operator-in-training and apprenticeship programs; certification and reciprocity improvements; regional training opportunities; and funding that helps communities develop and maintain a qualified water workforce.

Background: Oregon cities depend on certified operators and other utility professionals to provide safe drinking water, protect water quality, maintain regulatory compliance, and operate increasingly complex infrastructure systems. Water utilities across the state face growing challenges of recruiting, training, and retaining qualified personnel.

Investments in workforce development, training infrastructure, and career pathways will

help ensure communities have the skilled workforce necessary to operate and maintain critical water infrastructure systems. The Legislature recently recognized the importance of this workforce with [House Bill 4007 \(2026\)](#), which established a “Water Professionals Appreciation Week” annually in October.



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MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

September 9, 2026

From: Brandon Neish, Finance Director

Subject: FY2026 Year-End Financial Update

As the governing body responsible for overseeing the financial health of the City, it is essential that the City Council is regularly informed of our financial status and ongoing fiscal matters. These updates provide transparency, support sound decision-making, and ensure alignment with our strategic goals and responsibilities, specifically action item 3.3: Develop and deliver communication tools to inform community on financial position and funding options to maintain service levels.

The 2026 fiscal year ended June 30, 2026. Invoices continue to come in for expenditures related to the prior year, and certain revenues received before September 1 are also recorded back to FY2026. As a result, some revisions to these preliminary numbers are expected as the City moves into audit season and works through remaining year-end items. Those adjustments are not expected to materially change the information below, and this report represents a fair assessment of the City's financial position at the end of FY2026.

Overall, the City recorded \$47.6 million in revenue and \$40.2 million in expenditures during FY2026. Nearly all funds, including the General, Water, and Wastewater funds, added to their fund balances, with a cumulative increase of approximately \$7.3 million.

The General Fund added \$127,841 to fund balance during the year; however, that result was supported by approximately \$2.1 million generated by the City Services Fee. The positive year-end result is welcome, but it also reinforces the importance of that revenue source to maintaining existing General Fund services.

Utility Charges for Service

Budgeted at \$14.14 million for FY2026, the City collected \$14.57 million in utility charges. Combined revenue across the City's three utility funds increased 2.1% over the prior year despite no rate increases between the two fiscal years.

The additional revenue helped contribute to a combined \$2.5 million increase in fund balance across the three utilities. The Wastewater Fund finished FY2026 with approximately \$18 million in fund balance. While significant, those resources will be important as the City moves toward completing necessary and costly projects at the Wastewater Treatment Plant.

Property Taxes

Property tax collections finished within 0.02% of the adopted budget. The close result reflects the City's effort to budget revenues carefully and provide the City Council and community with a realistic picture of the resources available to provide services.

Accurate revenue estimates are particularly important because they allow spending decisions to be made based on what the City reasonably expects to collect, rather than relying on overly optimistic projections or unnecessarily accumulating resources that could otherwise be used.

The City collected approximately \$8.9 million in property taxes during FY2026, which were deposited primarily into the General Fund and General Obligation Bond Fund.

Intergovernmental

Intergovernmental revenue includes funding received from other government agencies, including the school district, fire district, county, state, and federal governments. Overall, intergovernmental revenue totaled \$6.0 million in FY2026, approximately \$2.1 million less than originally budgeted.

Most of the difference relates to reimbursable grants in the Parks Fund associated with improvements at Cheadle Lake Park. Reimbursements through the Oregon Parks and Recreation Department's Local Government Grant Program remained pending as of August 31. Because the funds were not received by that date, the revenue will instead be recorded in FY2027. This represents primarily a timing difference rather than a loss of anticipated grant funding.

More concerning for the City's long-term financial position is the continued decline in state-shared revenues. State cigarette tax revenue fell to \$9,692 compared with an \$11,000 budget, liquor revenue finished 21.7% below budget, and state revenue sharing finished 20.4% below budget.

These have historically been stable sources of revenue for the General Fund. Their continued decline places additional pressure on a fund where the cost of maintaining existing services is already growing faster than many traditional revenue sources. Over the long term, continued declines will require replacement revenue, reduced expenditures, or greater reliance on fund balance.

Franchise Fees

Franchise fee revenue totaled \$3.3 million in FY2026, exceeding the adopted budget by \$4,401, or 0.13%. Rate increases by utility providers such as Pacific Power, NW Natural, and Consumers Power helped push franchise fee revenue to its highest level to date.

However, the significant utility rate increases of recent years, particularly for electricity, are unlikely to continue indefinitely. As those increases moderate, growth in franchise fee revenue is also likely to slow.

Performance varied among individual franchises. Pacific Power franchise fees finished 9.2% below budget and NW Natural finished 1.3% below budget, while franchise fees generated by the City's water, sewer, and stormwater utilities finished 2.8% above expectations.

Interest

Interest revenue was once again a strong performer, significantly outpacing the adopted budget. Interest rates declined gradually during much of FY2026, falling from approximately 4.6% to 4.0% by February

2026, where they remained through the end of the fiscal year. Despite the decline, the City realized approximately \$2.7 million in interest earnings during FY2026.

Interest rates are expected to remain relatively favorable in the near term as inflation continues to remain above the Federal Reserve's long-term target. Combined with strong cash balances, the City expects interest earnings to remain strong in FY2027.

Looking further ahead, interest revenue is expected to decline as rates gradually normalize and the City puts accumulated resources to work on planned capital projects. Significant projects, including approximately \$32 million of investment at the Wastewater Treatment Plant in fiscal years 2027 and 2028, will draw down cash balances that are currently generating interest income. As a result, the unusually strong interest earnings experienced in recent years should not be viewed as a permanent source of ongoing revenue.

Other Revenue

Other revenue totaled \$6.8 million in FY2026, approximately 38.5% above the adopted budget. Several factors contributed to the strong performance, including the unbudgeted sale of the Santiam Travel Station, increased building and development activity, and a nearly 75% increase in system development charge revenue. Combined, revenues in this category finished approximately \$1.9 million above budget and contributed significantly to the City's positive financial results for the year.

Other revenue is among the more difficult categories to forecast because it includes revenue sources that can vary considerably from year to year, including donations, court fees, sales of City property, development-related revenue, and other miscellaneous receipts. As a result, the strong FY2026 performance should not necessarily be viewed as an indication of similar growth in future years.

This category also includes the City Services Fee, which generated \$2,091,664 in FY2026. Unlike many of the variable or one-time revenues included in this category, the City Services Fee represents an ongoing revenue source supporting General Fund services and was an important contributor to the General Fund's positive year-end result.

Beginning Balances

The City began FY2026 with approximately \$50.5 million in combined fund balances, compared with \$46.6 million estimated when the FY2026 budget was adopted. The approximately \$4.0 million difference was concentrated primarily in the General Fund, system development charge funds, and the Water and Wastewater utility funds.

In the General Fund, the actual beginning balance was approximately \$1.66 million higher than originally projected. Much of this difference can be attributed to the City Services Fee, which began generating revenue during FY2025. At the time the FY2026 budget was prepared, the fee was still new and the City had limited information available to estimate how much revenue it would generate before the end of FY2025. Actual collections totaled approximately \$1.1 million during that period, accounting for a significant portion of the higher-than-anticipated General Fund balance entering FY2026.

Higher beginning balances in the utility and SDC funds were largely the result of expenditures occurring more slowly than anticipated. Delayed capital projects, along with slower-than-expected legal proceedings associated with the South Santiam drawdown, resulted in cash remaining in those funds at year-end rather than being spent as originally projected.

While the higher beginning balances strengthened the City's financial position entering FY2026, much of the difference does not represent new or permanently available resources. In several funds, the balances reflect revenues already dedicated to specific purposes or expenditures and capital projects that have shifted into future fiscal years.

Personnel Expenditures

Personnel expenditures totaled \$16.74 million in FY2026, approximately \$137,000, or 0.83%, above the adopted budget of \$16.61 million. Given the size of the City's workforce and the number of variables affecting personnel costs throughout the year, overall spending remained very close to budget.

Personnel expenditures exceeded original estimates primarily in the LINX and Building funds. LINX experienced increased personnel costs associated with new and expanded program offerings, while staffing changes and employee turnover affected expenditures in the Building Fund.

While FY2026 expenditures remained close to budget, personnel costs increased approximately 5% over the prior year as cost-of-living adjustments took effect and previously vacant positions were filled. Personnel remains the City's largest operating expenditure and one of the most significant pressures on future budgets.

Continued wage growth, along with increasing PERS and health insurance costs, is expected to push personnel expenditures higher in future years. Unlike some operating costs that can be delayed or reduced, personnel costs are closely tied to the services the City provides, making continued growth particularly important to the City's long-term financial outlook.

Materials & Services

Materials and services expenditures finished below budget in FY2026, with the City spending approximately \$9.29 million compared with an adopted budget of \$10.25 million. The approximately \$959,000 variance was larger than experienced in other major expenditure categories, although several significant items account for much of the difference.

The Water Utility accounted for approximately \$468,000 of the unspent budget, primarily due to \$540,000 budgeted for legal services associated with the South Santiam drawdown that was not needed during the fiscal year. Street Maintenance finished approximately \$88,000 below budget, including approximately \$75,000 in insurance savings. The Building Fund finished approximately \$101,000 below budget, primarily in merchant card fees and general operating expenses.

Information Technology finished approximately \$127,000 below budget as planned computer replacements and contract services were not fully expended. Finance finished approximately \$94,000 below budget, primarily due to audit services that were delayed as completion of the City's prior-year audit extended later than anticipated.

While materials and services finished approximately 9.4% below budget overall, much of the variance can be traced to specific expenditures that were delayed or ultimately cost less than anticipated. Some of these amounts represent true savings, while others represent expenditures that are still expected to occur in a future fiscal year.

Capital Outlay

Capital outlay represented the City's largest variance from the adopted budget in FY2026. The City budgeted approximately \$25.7 million for capital expenditures and spent approximately \$7.3 million during the year, leaving \$18.4 million in budgeted capital unspent.

Unlike operating expenditures, however, the City's capital budget is not necessarily expected to be fully spent each year. In several capital funds, particularly system development charge and utility funds, the City budgets resources available for planned projects, contingencies, and potential cost overruns. These appropriations provide the authority necessary to complete projects without assuming that every available dollar will ultimately be spent.

This was particularly evident in the City's system development charge funds, which accounted for approximately \$11.6 million of the unspent capital budget. Water and Wastewater also finished with approximately \$2.84 million in combined unspent capital appropriations. These resources remain available for infrastructure needs and future capital projects rather than representing ongoing operating savings.

Other capital spending was delayed during the year. Several planned street projects did not move forward as anticipated due primarily to staffing constraints and will need to be completed in future years.

While the difference between budgeted and actual capital spending is significant, it does not represent \$18.4 million in project savings. Much of the variance represents projects that were delayed, contingency amounts that were not needed, or resources intentionally reserved and budgeted for capital improvements that will occur over multiple fiscal years.



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MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: **Administration Update – August 2026**

Date: August 31, 2026

- We have submitted the draft Wetland Delineation Report for several parcels off of West Oak Street to the Division of State Lands for concurrence. This is in conjunction with a potential Industrial Economic Development, in which the company is looking to expand on the West Coast. Lebanon is one of two sites being considered in Oregon.
- 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 assess this in the fall to determine if adequate funding will be available to bring back the Saturday Service.
- 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 have also submitted the Request for Proposals (RFP) to procure Construction Manager/General Contractor Services to DEQ for review. Once they have reviewed the RFP, we will begin advertising for proposals.
- Staff has met with Oregon DEQ to determine next steps of environmental review for the Champion Mill Site. Staff will be meeting with the property owners in early September to discuss the findings of the latest round of environmental testing. Once we have additional information, we will hold a work session with the City Council to determine our next steps.
- The informational flier for the upcoming Municipal Jail Levy measure has been sent to all City public-facing facilities for distribution to citizens who would like additional information regarding the levy. We also have a webpage dedicated to the levy which provides this information and will be updated as needed. We will likely be hosting an “open house” at the Police Department later this summer, in conjunction with another event, for citizens who would like to tour the Police Department and Jail.
- 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 will be filed in early March. 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 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.
- We have been made aware that Congresswoman Bynum will be recommending our Wastewater Project for \$2.0 million in funding. This will be a lengthy process, as it must go through Congress and be appropriated before Lebanon receives the funds. I will continue to share information as it becomes available. No new information this month.
- The City of Lebanon and Western U Oregon have submitted a joint application for a Connect Oregon Grant. On August 26th, Western University officials, Linn County Commissioner Will Tucker, and I testified before the Connect Oregon Region 2 Review Committee in support of the project. The next step is a statewide review of all projects and final scoring.
- Staff, along with the Council of Oregon Governments, is currently drafting the application for the Community Development Block Grant (CDBG) for the Library Children's Room Expansion. The application and all supporting materials are due at the end of September.
- 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 twice a month to identify grant opportunities that could benefit the City. We are currently exploring funding opportunities to support wastewater plant projects, water service line replacements, street projects, and other initiatives benefiting the City.
- The System Development Charges Citizens Advisory Committee will meet again in late September to continue the process of updating the City's Wastewater and Storm Drainage System Development Charges.
- The City and Western University are working jointly on a Regional Infrastructure Grant that is due in mid-September. The scope of this grant will include construction of the new roadway and utilities up to the railroad right-of-way. City match funding for this grant will come from the Transportation System Development Charge Fund and is currently appropriated for this fiscal year.



MEMORANDUM

City Recorder's Office

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Department Report

			• July 2026	• Aug 2026
Community Engagement	584	Agenda Center	584	566
	1031	Alert Center	1031	1014
	28	Bid Postings	28	26
	204	Calendar	204	198
	3088	News Flash	3088	3038
	11,980	Total Users	11,980	12,275
	28,761	Views	28,761	28,860
	Home Library UB Payments Search	Top Four Searches	Home Library UB Payments Search	Home Library UB Payments Calendar
	4,979	FB Followers	4,979	5,001
	45	New Followers	45	26
	59,712	Post Reach	59,712	35,768
	54	Council Video Views	54	73
	0	Contact Us	0	7
Communication	3	Press Releases	3	5
	3	Public Meeting Notices	3	8
	8	Social Media Posts	8	17
Records	1	Ordinances	1	1
	1	Resolutions	1	1
	0	Committee Applications	0	0
	0	Liquor Licenses	0	0
	55	Record Destruction	55	3
	141	Records added to ORMS	141	163
	18	Public Records FOIA	18	45



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MEMORANDUM

Development Services

To: Mayor Jackola and City Council
From: Shana Olson, Development Services Director
Subject: Development Services Department, City Manager Report Updates

Date: August 31, 2026

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.

The Development Services Technician continues to make significant progress through the onboarding and training process. Training has expanded to include department operations, customer service, permitting procedures, and support for engineering, building, and planning activities. Continued training will strengthen staff capacity, succession planning, and business continuity while supporting consistent and efficient customer service.

Planning

Planning Commission approved the following at the August meeting:

- AR-26-07, S-26-04 – Robert Byrd 4 lot Subdivision and Administrative Review to construct townhomes

The following land use applications were approved in August: None

The following land use applications are under review in August: None

Building

	July 2026	July 2025
Permits Issued	96	47
Fees Received	\$86,440.50	\$27,905.48
Construction Valuation	\$5,301,534.76	\$1,457,829.90

A current list of the more significant construction sites includes:

- Industrial Building (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)
- Dental Office (S Main Street)

- 12-Unit Multi-Family (Market 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): Plans received and under review.
- Millrace Lift Station (N 5th St): Preliminary Design Report received and under review.
- Cedar River Estates Subdivision (S 5th St/Joy St/Kingdom Dr): Planset approval pending approval of DEQ 1200C permit and contaminated soil mitigation plan.
- Misty Meadows Subdivision (W B St): Plan review complete. Waiting for county approval and DEQ 1200C permit before City 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

- Villalobos Real Estate (Corner of Market Street and S Main Road): Public improvements accepted.

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. The prospective buyer is currently negotiating the acquisition of property with two property owners.
- 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.



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MEMORANDUM

Date: August 28, 2026

To: Mayor Jackola and City Council

From: Mike Trippett, City Engineer

Subject: Capital Improvements Update for August 2026

1. Recently Completed Projects

- A. Vine Street Water Line (Fifth to Ninth Street)** - This work has been substantially completed. We have new 8 Inch Ductile Iron water pipe, services, and meters to all properties on Vine Street between Fifth and Ninth Streets.

The only work remaining is some street patching for the new ADA ramps at all four corners of Seventh and Vine. The ramps are in service and Staff are currently putting together an RFQ for City-wide street patching, which will include the asphalt patching to be done at this intersection.

- B. Hiatt Street Emergency Sewer Repair** - On August 11, Staff became aware of a sanitary sewer lateral issue on Hiatt Street just south of Oak Street. A recently completed lateral repair south of the affected address inadvertently abandoned another lateral that was incorrectly teed into that line. Maintenance crews cleaned out the abandoned service to ensure the residence had adequate drainage while Staff executed a Contract to repair the issue properly. TNT Co. out of Sweet Home quickly performed the work and got the residence properly plumbed by August 24.

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

- A. Grant and Sherman Street Improvements** - Construction continues on this Project. The Contractor is currently installing curb and gutter along Grant Street between Main and Park Streets and preparing for new bulbouts and ADA ramps at the Park Street and north Main Street intersections.

This work will require temporary closure of the west lane of Park Street south of Grant Street and the east lane of Main Street at Grant Street. The closures will occur separately and will not overlap. Paving of this block is tentatively scheduled for early September.

Once work between Main and Park Streets is complete, crews will move to Grant Street between Second and Main Streets and will also begin excavating on both sides of the railroad tracks just west of Third Street to install a water line casing beneath the tracks.

This work will require temporary closure of Grant Street to through traffic between Second and Main Streets and Third to Fourth Streets. Detours will be in place, and the Contractor will continue coordinating with Staff to maintain access to businesses and residences affected by construction.

RE: Council Capital Improvements Update for August

B. Cheadle Lake Park Improvements - Knife River is currently working on new pedestrian paths in the park area and is nearly finished with the plumbing for the new restroom that was installed on August 12. New welded steel gates are being manufactured for the vehicle entrances to the park. This Project is approximately 90% complete.

C. Wastewater Treatment Plant Biosolids Improvements - Staff are currently reviewing a series of Technical Memos that will be used as a basis of design for this Project. These design components include:

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

The Request for Construction Manager/General Contractor Proposals is currently undergoing legal review.

D. Airport Road & Twelfth Street Intersection Improvements - Staff are currently reviewing preliminary traffic design drawings for this intersection. The current layout provides for dedicated left-hand turn lanes on all four legs of the intersection.

The City signed an agreement with Kittelson & Associates this month for design of the traffic signal at this intersection.

E. North Fifth Street Reconstruction - Udell Engineering has supplied 80% plans and is working on a cost estimate for Engineering review. Staff's plan is to advertise this Contract in November of this year.

F. East Sherman Street Water Line Repair - Staff executed a Contract with Udell Engineering this month 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.)

G. Industrial Way Park Improvements - Staff are expecting an Archaeological report to be delivered for review in early September. Once this report has been reviewed by City Staff, it will be forwarded to the Army Corps of Engineers (ACOE) for their review, and then it will be sent to the State Historic Preservation Office (SHPO) for yet *another* review and 30-day comment window. Once all this has been completed, ACOE will restart the Joint Permit Application (JPA) that was submitted in January.

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

We still have several outstanding restoration issues that need to be addressed by Ziplly contractors. Ziplly , and to address before Ziplly will be able to secure additional work permitting once those repairs have been made.

RE: Council Capital Improvements Update for August

3. Piloted Projects

- A. West Rose Street Sewer Extension** - Staff have executed a Contract with Udell Engineering for design of a new section of sanitary sewer line on Rose Street between Main and Second Streets. 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** - Staff have executed a Contract with Udell Engineering for the design and Contract Administration of a Project that will correct current drainage issues on Second Street near the 'C' Street intersection.

4. On-Going Tasks

- 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

September 9, 2026

From: Brandon Neish, Finance Director

Subject: Department Report – August 2026

- Accounts Payable
 - Payments made in August 2026; 193 payments were processed for a total of \$2,581,414.94.
- 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.
- Payroll
 - Payroll was processed on August 14th and August 28th for all employees and Councilors. In total, 129 employees were paid.
- Utility Billing
 - 6,417 billing statements (including electronics) were mailed August 26th for a total of \$1,386,453.37 in utility revenue and \$169,901.06 in city service fee revenue.
 - On August 13th, 408 phone calls went out to notify customers they have a past due balance.
 - There was a total of 107 lockouts in August.
 - There was a total of 341 service requests in August: 39 move ins, 107 lock-offs, 11 re-read meters, 98 reconnects, 23 move outs, 7 leak checks, 6 changed meters, 28 turn ons, 3 turn offs, 9 meter installations, no meter removals, 1 water quality check, 1 pressure test, 3 emergency requests, no meter tests, no meter locates, 1 dead meter, and 4 miscellaneous request.

Utility Billing Data

	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26
Active Accounts	6,659	6,663	6,665	6,665	6,668	6,674	6,685	6,738	6,743	6,754	6,754	6,754	6,795
Penalty Applied	335	346	483	348	331	192	316	104	199	304	211	338	209
Lock Offs	95	85	76	96	N/A	144	81	92	68	82	126	93	107

Municipal Court Data

	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26
Charges Filed	188	204	245	141	185	309	169	124	108	115	207	191	
Show Cause Issued	62	75	75	68	77	75	58	67	94	83	84	75	
Licenses Suspensions Issued	56	34	73	45	43	30	44	44	45	57	50	44	
Warrants Issued	213	175	216	159	125	179	166	183	207	181	191	207	
Charges Disposed	213	200	292	180	175	241	278	218	188	93	138	250	

Accounts Payable

Checks by Date - Detail by Check Date

User: bneish@lebanonoregon.gov
 Printed: 9/2/2026 2:39 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	046901	LINN COUNTY TREASURER	08/03/2026	
	91055-060126	COUNTY 2013	SENT USING LGIP 7/2/2026	741.99
	91055-060126	COUNTY	SENT USING LGIP 7/2/2026	50.00
	91055-070126	COUNTY	FY26	16.20
	91055-070126	COUNTY (20130	FY26	652.00
Total for this ACH Check for Vendor 046901:				1,460.19
Total for 8/3/2026:				1,460.19
78243	1000140	SKYLAR GARBER	08/04/2026	
	07272026	PER DIEMS FOR MEALS DURING OREGON		169.00
Total for Check Number 78243:				169.00
78244	074807	DARCY SMITH	08/04/2026	
	07102026	PO 278369		64.45
	07102026	PO 278369		77.15
Total for Check Number 78244:				141.60
Total for 8/4/2026:				310.60
ACH	054000	NW NATURAL	08/06/2026	
	09310-032526	OAK & MONTESSA-SHOPS		19.97
	09310-032526	OAK & MONTESSA-SHOPS		19.96
	09310-032526	OAK & MONTESSA-SHOPS		19.96
	09310-032526	OAK & MONTESSA-SHOPS		19.96
Total for this ACH Check for Vendor 054000:				79.85
ACH	065900	POLICE ASSOCIATION	08/06/2026	
	08152025	VOIDED AND RE-ISSUED PR POU 08/15/202 Police Union Dues Collected i		2,373.00
Total for this ACH Check for Vendor 065900:				2,373.00
78245	1001053	COLTON VANDETTA	08/06/2026	
Total for Check Number 78245:				1,206.04
Total for 8/6/2026:				3,658.89
ACH	018058	COFFIN BUTTE LF C/O VALLEY LAND	08/10/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
	25-000071122	BIO SOLIDS DISPOSAL JULY 2026	441250000520 FY27	1,682.87	
		Total for this ACH Check for Vendor 018058:		1,682.87	
ACH	018433	COMPUNET INC	08/10/2026		
	333801	O365 Renewal - June	5978 FY26	141.13	
	333803	Prorated O365 Licenses	5978 FY26	53.37	
		Total for this ACH Check for Vendor 018433:		194.50	
ACH	045115	LEXIPOL LLC	08/10/2026		
	VLEX11269085	ANNUAL LAW ENFORCEMENT POLICY M/	FY27	10,061.92	
		Total for this ACH Check for Vendor 045115:		10,061.92	
ACH	045854	OES INVESTORS LLC	08/10/2026		
	P17947	KIT BLADE FOR STORM DETENTION MOW	LEBAN008	76.03	
	P18174	PULLEY, BEARING, COLLER, SHAFT, COV	LEBAN008	259.13	
	P19578	FLAIL MOWER - BEARING	LEBAN008	591.99	
		Total for this ACH Check for Vendor 045854:		927.15	
ACH	057914	ODP BUSINESS SOLUTIONS LLC	08/10/2026		
	4.7711E+11	PAPER	90286063	213.65	
		Total for this ACH Check for Vendor 057914:		213.65	
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	08/10/2026		
	1049533	PARK HOSTS - WEEK ENDING 7/26/2026	40229 FY27	795.74	
		Total for this ACH Check for Vendor 074088:		795.74	
ACH	1000380	KNIGHT TECHNOLOGY GROUP	08/10/2026		
	10014	NetCloud Renewal	FY27	1,146.55	
	9945	5 Getac Laptops for PD		17,179.73	
		Total for this ACH Check for Vendor 1000380:		18,326.28	
78246	007511	THE AUTOMATION GROUP INC	08/10/2026		
	J002105	LEBANON WTP HARDWEAR CELL DIAL		9,978.40	
		Total for Check Number 78246:		9,978.40	
78247	009316	BLACKSTONE PUBLISHING	08/10/2026		
	2240364	PO 278352	102437 FY27	506.23	
		Total for Check Number 78247:		506.23	
78248	010798	BUDGET LIBRARY SUPPLIES	08/10/2026		
	21632	ONE TIME SINGLE DVD CASE X2	FY 27	498.00	
		Total for Check Number 78248:		498.00	
78249	1000996	CITY OF EUGENE	08/10/2026		
	COL-05122026	BMW R1250RT-P VIN WB10J6306LZG39741	None	5,000.00	
		Total for Check Number 78249:		5,000.00	
78250	018500	CONSUMERS POWER INC	08/10/2026		
	517-25-000143-P	Void & Re-issue REFUND FOR SDC FEES		206.50	
	517-25-000143-P	Void & Re-issue REFUND FOR SDC FEES		35.90	
	517-25-000143-P	Void & Re-issue REFUND FOR SDC FEES		4,291.12	
	517-25-000143-P	Void & Re-issue REFUND FOR SDC FEES		754.88	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
Total for Check Number 78250:				5,288.40	
78251	027109 618782	DAVID EVANS & ASSOCIATES INC MAY 2026 CHAMPION MILL SITE ANALYSI	08/10/2026	4,454.14	
Total for Check Number 78251:				4,454.14	
78252	022500 7831555	DEMCO INC PO 278374	08/10/2026 811345504 FY27	722.68	
Total for Check Number 78252:				722.68	
78253	029012 42050	GATEWAY IMPRINTS INC NOTARY STAMP	08/10/2026	40.00	
Total for Check Number 78253:				40.00	
78254	070444 none 080226 none-080226	GOOD SAMARITAN HOSPITAL CORVA SCHULD, T DRUG SCREEN JACKSON, D. - DRUG SCREEN	08/10/2026	43.00 109.00	
Total for Check Number 78254:				152.00	
78255	032012 54826	HEALTHY HOME PEST CONTROL MONTHLY SERVICE	08/10/2026 11043 FY27	80.00	
Total for Check Number 78255:				80.00	
78256	039954 1514779	KAPCO PO 278376	08/10/2026	320.98	
Total for Check Number 78256:				320.98	
78257	040625 5 5	KNIFE RIVER CORPORATION - NORTE CHEADLE LAKE IMPROVEMENTS CHEADLE LAKE IMPROVEMENTS	08/10/2026 FY27 FY27	194,504.46 584,991.39	
Total for Check Number 78257:				779,495.85	
78258	049519 R21-00723049	MOTION INDUSTRIES INC SLOT CONE W/ INTEGRAL RETAIN RING F	08/10/2026 69996802 FY27	2,599.15	
Total for Check Number 78258:				2,599.15	
78259	075410 38013	SOUTH FORK INDUSTRIES INC GRADER AND BILLBOARD SIGN PARTS	08/10/2026	763.24	
Total for Check Number 78259:				763.24	
78260	082065 480621 480644 480666 480713 480863 480864 480920 480921 480968 480969 481373	TWGW INC W6 - OIL FILTER W6 - OIL SIDE BY SIDE OIL FILTER REPAIR KIT, DRILL BIT LPD 23 - SOLENOID LPD 23 - ALTERNATOR AND CORE DEPOSIT INVOICE RTN 427503 CORE DEPOSIT RETU LPD 23 CORE DEPOSIT RETURN LPD 23 - CANISTER PURGE VALVE LPD 23 - CANISTER PURGE VALVE RETURN MOWER AIR FILTERS	08/10/2026	8.32 26.49 8.32 29.87 54.42 322.52 -18.05 72.00 34.93 -54.42 136.46	

					Item # 15.	
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Che		
	481394	OLD VACTOR - FUEL FILTER			49.29	
	481430	DUMP TRUCK (5YRD) FILETER, OIL FILTEI			24.11	
	481433	S6 DUMP TRUCK - FUEL FILTERS			13.21	
	481519	LINX 21 - ELECTRICAL CONECTOR			39.80	
	481560	LPD 23 - SPARK PLUGS			47.28	
	481629	LINX 3 - OIL FILTER			5.09	
	481657	S6 - FUEL FILTER			16.91	
	481658	S6 DUMP TRUCK - FUEL FILTER RETURN			-24.52	
	481662	S6 - AIR FILTERS			59.58	
	482325	LPD 04 - OIL FILTER	FY26 - RECEIVED 6/23/26		5.09	
	482423	JW TRUCK - OIL FILTER			5.09	
	482517	D4 - OIL FILTER			5.09	
	482526	Cheadle lake park battery			67.85	
	482676	ANTIFREEZE			25.67	
	482870	LPD 28 - OIL FILTER	RECEIVED 6/29/26		71.07	
	482911	LPD 30 - OIL FLITER & WASHER FLUID	RECEIVED 6/29/26		10.08	
	482911	J15 - BATTERY	RECEIVED 6/29/26		7.87	
	485981	BUS 12 - LED LIGHT BULB			75.79	
	485982	LINX 12 - LIGHT BULBS ON WARRANTY			0.00	
Total for Check Number 78260:					981.21	
78261	089200	WILCO	08/10/2026			
	190969/P	HOSE HYDRANT REPLACEMENT - FROST	171600		140.02	
	191170/P	CROSSBOW AND CORNERSTONE HERBICI	171600 FY27		193.49	
	191209/P	SANDING BLOCK, FINISHING, SANDING -	171600		27.96	
	191272/P	ZIP TIES	171600		30.98	
	191300/P	DOUBLE LINK	171600		11.99	
	191340/P	NOZZLE, SWIVEL, BRASS, BOTTLE	171600 FY27		128.96	
	191366/P	5 GALLON BUCKETS	171600		19.96	
Total for Check Number 78261:					553.36	
78262	1001020	KENNETH CANNADY-SHULTZ	08/10/2026			
Total for Check Number 78262:					6,947.74	
Total for 8/10/2026:					850,583.49	
78263	027109	DAVID EVANS & ASSOCIATES INC	08/11/2026			
	617081	CHAMPION MILL ANALYSIS 04/13/2026-05/			1,046.02	
	621723	5/31/26-6/27/26 CHAMPOIN MILL SITE ANA	FY25/26		2,429.35	
Total for Check Number 78263:					3,475.37	
Total for 8/11/2026:					3,475.37	
ACH	001505	ADP INC	08/12/2026			
	726032773	6TA PERIOD ENDING 7/11/26	2472715 Paid by ACH 7/24/26		276.20	
	727274103	ADVANCED SCHEDULING	2472715 Paid by ACH 07/31/26		164.50	
Total for this ACH Check for Vendor 001505:					440.70	
ACH	054000	NW NATURAL	08/12/2026			
	09310-072326	OAK & MONTESSA-SHOPS	18309310 FY27 Paid online 0		22.13	

					Item # 15.
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Che	
	09310-072326	OAK & MONTESSA-SHOPS	18309310 FY27 Paid online 0		22.12
	09310-072326	OAK & MONTESSA-SHOPS	18309310 FY27 Paid online 0		22.13
	09310-072326	OAK & MONTESSA-SHOPS	18309310 FY27 Paid online 0		22.12
	34620 072326	JC 40 N 2ND	21234620 FY27 Paid 8/3/26		61.88
	34620-072326	JC-40 N 2ND	21234620 FY27 Paid 8/3/26		61.88
	34620-072326	JC-40 N 2ND	21234620 FY27 Paid 8/3/26		61.88
	42039-072426	2048 PARK DRIVE	31042039 FY27 Paid online 0		96.14
	49957-072326	2500 RIVER RD	42049957 FY27 Paid 8/3/26		32.35
	55624 072326	305 W OAK SHOPS	550624 FY27 Paid 8/3/26		17.90
	55624-072326	305 W OAK - SHOPS	550624 FY27 Paid 8/3/26		17.90
	55624-072326	305 W OAK - SHOPS	550624 FY27 Paid 8/3/26		17.92
	55624-072326	305 W OAK - SHOPS	550624 FY27 Paid 8/3/26		17.90
	61391-072326	SR CENTER	14661391 FY27 Paid 8/3/26		32.35
	75083-072326	PUBLIC WORKS ARMORY	44075083 FY27 Paid 8/3/26		15.01
	75083-072326	PUBLIC WORKS ARMORY	44075083 FY27 Paid 8/3/26		15.00
	75083-072326	PUBLIC WORKS ARMORY	44075083 FY27 Paid 8/3/26		15.01
	75083-072326	PUBLIC WORKS ARMORY	44075083 FY27 Paid 8/3/26		15.00
	96157-072326	LIBRARY-55 ACADEMY ST	21296157 FY27 Paid online 8		32.35
Total for this ACH Check for Vendor 054000					598.97
ACH	063000	PACIFIC POWER	08/12/2026		
	10022-072826	1235 E GRANT	164441210022 Paid online 08		251.71
	10042-072826	STRAWBERRY PLAZA, COMMUNITY GARI	164777210042 FY27 Paid onl		125.86
	10055-072926	150 GROVE- CEMETARY LIGHTS	164441210055 FY27 Paid onl		29.82
	10064-072826	E GRANT & S MAIN SIGNALS	163502510064 FY27 Paid onl		45.67
	10068-072826	BOOTH PARK	162822110068 FY27 Paid onl		23.47
	10098-072926	MAIN & ASH	163502510098 FY27 Paid onl		39.96
	10113-073026	700 ISABELLA - SEWER PUMP	164441210113 FY27 Paid onl		30.52
	10134-073026	195 N SANTIAM HWY - RXR	162822110134 FY27 Paid onl		34.89
	10139-073026	100 S MAIN- ACADEMY SQ GAZEBO	164441210139 FY27 Paid onl		29.73
	10142-073026	110 INDUSTRIAL WAY CANAL PUMPS	162822110142 FY27 Paid onl		40.84
	10162-072926	767 S MAIN, PUBLIC SQ (GRANT & MAIN)	164441210162 FY27 Paid onl		22.06
Total for this ACH Check for Vendor 063000:					674.53
ACH	095291	PURCHASE POWER	08/12/2026		
	21083-062226	POSTAGE/METER REFILL	8000909005321083 Paid by A		603.75
Total for this ACH Check for Vendor 095291:					603.75
ACH	1000961	UNION PACIFIC RAILROAD COMAPN	08/12/2026		
	COL-072726	SUPPLEMENTAL AGREEMENT	COL		1,000.00
	COL-121925	PIPELINE CROSSING	COL FY26		5,000.00
Total for this ACH Check for Vendor 1000961:					6,000.00
Total for 8/12/2026:					8,317.95
ACH	007044	ANALYTICAL LABORATORY & CONSU	08/14/2026		
	184820	SAMPLE- LEAD COPPER			2,092.50
	184908	TCLP METALS SAMPLING			1,605.00
Total for this ACH Check for Vendor 007044:					3,697.50
ACH	007187	RJ ARMSTRONG & ASSOC CONSTRUC	08/14/2026		
	2452	SEWER LATERAL WITH GRINDER PUMP 16			24,396.50
Total for this ACH Check for Vendor 007187:					24,396.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Che	Item # 15.
ACH	031798 f94dda41	MULTI SERVICE TECHNOLOGY SOLU PALLET JACK	08/14/2026 HARBOR FREIGHT		399.99
Total for this ACH Check for Vendor 031798:					399.99
ACH	040152 0167377	KITTELSON & ASSOCIATES INC PROFESSIONAL SERVICES THROUGH 30, 2	08/14/2026 FY26		4,546.25
Total for this ACH Check for Vendor 040152:					4,546.25
ACH	040719 11990696	LANGUAGE LINE SERVICES OVER-THE-PHONE INTERPRETATION	08/14/2026 9020942061		18.15
Total for this ACH Check for Vendor 040719					18.15
ACH	052009 721880	NELSON TIRE INC PROPANE	08/14/2026 1420700		34.85
Total for this ACH Check for Vendor 052009:					34.85
ACH	058015 6070406 6070406	ONE CALL CONCEPTS INC 158 ONE CALLS 158 ONE CALLS	08/14/2026 090000822 090000822		167.26 82.38
Total for this ACH Check for Vendor 058015:					249.64
ACH	065280 23Z8157 32Z1810	REXEL USA, INC. 14/4 SOOW 600V Heavy-Duty Portable Cord – PACKING FIBER	08/14/2026 18680 18680		48.14 79.23
Total for this ACH Check for Vendor 065280:					127.37
ACH	071151 15524	SANISTAR LLC MONTHLY SERVICE FEE DUMP JULY 2026	08/14/2026		160.00
Total for this ACH Check for Vendor 071151:					160.00
ACH	074088 1050179	ALLIANCE SOLUTIONS GROUP OF OR PARK HOSTS - WEEK ENDING 8/2/2026	08/14/2026 40229		868.08
Total for this ACH Check for Vendor 074088:					868.08
ACH	1000183 29349	NATIONAL TESTING NETWORK ANNUAL NTN MEMBERSHIP FOR ECOMM	08/14/2026		1,000.00
Total for this ACH Check for Vendor 1000183:					1,000.00
ACH	1000270 5215	VALLEY MERCHANT POLICE INC RESTROOM PATROLS FOR JULY 2026	08/14/2026		1,800.00
Total for this ACH Check for Vendor 1000270:					1,800.00
ACH	003565 50-004564413 50 004567766 50-004567861 50-004574241 50-004574939 50-004578542 50 004594615 50-004594615 50-004594615	REPUBLIC SERVICES #450 1400 GRANT ST - GILLS LANDING 3310 TENNESSEE RD 10 CU YD 40 N 2ND 2CU YD WASTE - 2500 RIVER RD 3CU YARD WASTE ON CALL- 4111 WEIRICI 3310 TENNESSEE RD 1 TRASH CART 305 W OAK GARBAGE 305 W OAK GARBAGE 305 W OAK GARBAGE	08/14/2026 304500011050 Paid online 08 304500045569 Paid online 08 304500046555 Paid online 08 304500084845 Paid online 8/ 304500087519 Paid online 8/ 304500100493 Paid online 8/ 304505031600 Paid online 8/ 304505031600 Paid online 8/ 304505031600 Paid online 8/		471.74 1,203.44 247.51 40.41 51.36 92.47 125.61 125.61 125.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
	50-004594615	305 W OAK GARBAGE	304505031600 Paid online 8/	125.62	
	50-004594618	1235 E GRANT	304505032200 Paid online 8/	503.83	
	50-004594624	925 MAIN ST -CITY HALL	304505038650 Paid online 8/	94.52	
Total for this ACH Check for Vendor 003565				3,207.74	
ACH	106338	CENTURYLINK COMMUNICATIONS L	08/14/2026		
	29793-080226	CITYWIDE LANDLINES	300329793	815.32	
Total for this ACH Check for Vendor 106338:				815.32	
78265	081444	BETTER PORTABLE TOILETS INC	08/14/2026		
	65131	BOOTH PARK PORTABLE RESTROOM 425 1		140.00	
	65132	PORTABLE RESTROOM CHEADLE LAKE P		681.00	
	65133	SKATE PARK PORTABLE RESTROOM - 7/6/2		118.00	
Total for Check Number 78265:				939.00	
78266	016302	CASCADE COLUMBIA DISTRIBUTION	08/14/2026		
	960081	CALCIUM THIOSULFATE	84161	1,455.06	
Total for Check Number 78266:				1,455.06	
78267	016028	CASCADE OUTDOOR POWER EQUIPM	08/14/2026		
	22261	P71 MUFFLER, FUEL LINE KIT, IGNITION		391.35	
Total for Check Number 78267:				391.35	
78268	016646	CHAVES CONSULTING INC	08/14/2026		
	217040	MONTHLY USER FEE AUG 2026		370.20	
	217040	MONTHLY USER FEE AUG 2026		162.38	
Total for Check Number 78268:				532.58	
78269	027125	EWING IRRIGATION PRODUCTS INC	08/14/2026		
	31236471	RAINBIRD ROTOR		225.08	
Total for Check Number 78269:				225.08	
78270	027123	FASTENAL COMPANY	08/14/2026		
	ORABY202430	SAFETY GLASSES, N95 RESP, PAINTS	ORABY1613	15.26	
	ORABY202430	SAFETY GLASSES, N95 RESP, PAINTS	ORABY1613	15.26	
	ORABY202502	GLOVES, COPY PAPER	ORABY1615	77.47	
Total for Check Number 78270:				107.99	
78271	027122	G & S CRUSHING LLC	08/14/2026		
	2600504-IN	ROCK FOR NEW CHEADLE LAKE RESTRO	LEBCITY	196.43	
	2600514-IN	7th & VINE ADA RAMPS - ROCK	LEBCITY	88.92	
Total for Check Number 78271:				285.35	
78272	029012	GATEWAY IMPRINTS INC	08/14/2026		
	42293	BUSINESS CARDS FOR MEGAN T.		72.45	
Total for Check Number 78272:				72.45	
78273	028435	HD FOWLER COMPANY	08/14/2026		
	17387735	HYMAX REPAIR KIT HYDRANT REPAIR K		1,411.54	
Total for Check Number 78273:				1,411.54	
78274	085077	HD SUPPLY INC	08/14/2026		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
	INV01122738	LIQUID DETERGENT	391348	407.98	
	INV01127589	ELECTRODE STORAGE SOLUTION	391348	56.49	
			Total for Check Number 78274:	464.47	
78275	032012 54838	HEALTHY HOME PEST CONTROL MONTHLY SERVICE	08/14/2026 10144	70.00	
			Total for Check Number 78275:	70.00	
78276	1000439 21476	HEMPEL BACKFLOW TESTING LLC CONTRACT BACKFLOW TESTING	08/14/2026 20792	2,350.00	
			Total for Check Number 78276:	2,350.00	
78277	003566 SVC397213	MACDONALD-MILLER JC - REPAIR TO ROOF UNIT	08/14/2026	4,081.65	
			Total for Check Number 78277:	4,081.65	
78278	048783 19329	MEASURE-TECH INC 2026 Semi-Annual Flow Meter Calibrations	08/14/2026	1,215.38	
			Total for Check Number 78278:	1,215.38	
78279	049519	MOTION INDUSTRIES INC	08/14/2026		
	R21-00724877	PUMP	69996802	1,316.18	
	R21-00724941	L GLOVES	69996802	143.84	
	R21-00724941	L GLOVES	69996802	143.84	
	R21-00724941	L GLOVES	69996802	143.84	
	R21-00724941	L GLOVES	69996802	143.84	
	R21-00724941	L GLOVES	69996802	143.84	
	R21-00725003	XL GLOVES	69996802	143.84	
	R21-00725003	XL GLOVES	69996802	143.84	
	R21-00725003	XL GLOVES	69996802	143.84	
	R21-00725003	XL GLOVES	69996802	143.84	
	R21-00725003	XL GLOVES	69996802	143.84	
			Total for Check Number 78279:	2,754.58	
78280	052410	NO-D-LAY SHOE SHOP INC	08/14/2026		
	M.07.17.2026	BOOTS - JODY WILLIAMSON & MIKE MEA	20200003	512.92	
	M 07 17 2026	BOOTS SCOTT PATTEN, LOUIS SCOTT, K	20200003	1,007.84	
	M.07.17.2026	BOOTS - DYLAN WILLIAMS	20200003	224.96	
	M.07.17.2026	BOOTS - KOLSON SHANKS	20200003	242.96	
	M.07.17.2026	BOOTS - RANDY SWANK, EDDY BARNES, I	20200003	899.84	
	M.07.17.2026	BOOTS - JEFF FITZWATER, DEVIN BAKER	20200003	485.92	
	M 07 17 2026	BOOTS SCOTT JONES	20200003	224.96	
	M.07.17.2026	BOOTS - SCOTT WILKERSON / ROB SOUTH	20200003	413.92	
	M.07.17.2026	BOOTS - KENNETH CANNADY SCHULTZ	20200003	269.96	
	M.07.17.2026	BOOTS - TODD CRAWFORD	20200003	233.96	
	M.07.17.2026	BOOTS TYSON KEENE - DWAIN ERNST	20200003	431.92	
	M 07 17 2026	BOOTS ZACH SCHUH AND JOEY GOUGH	20200003	548.92	
	M.07.17.2026	BOOTS - KYLER YORK	20200003	224.96	
	M.07.28.2026	WORK BOOTS - STEVEN H.	20200003	152.96	
			Total for Check Number 78280:	5,876.00	
78281	057792 217425	OCCUPATIONAL MEDICINE DEPT DOT PHYSICAL- SCOTT W.	08/14/2026	165.00	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
Total for Check Number 78281:				165.00	
78282	058517 AR2700015	OREGON CASCADES WEST COUNCIL FY27 DUES	08/14/2026	30,874.35	
Total for Check Number 78282:				30,874.35	
78283	1000666 73775-080226	QUADIENT FINANCE USA, INC PREPAID POSTAGE 08/02/2026	08/14/2026 7900044081373775	500.00	
Total for Check Number 78283:				500.00	
78284	025000	SUMMIT ACE HOME & GARDEN	08/14/2026		
	2602-567810	HEX BOLT, FENDER WASHER	231 FY 26	10.80	
	2607-627605	BACK GATE BATTERY AND PUMP REPLUM	231	158.93	
	2607-627637	TOOLS - TINNING BRUSH, BRUSH BRASS,	231	26.27	
	2607-627637	SBS REPAIRS - SUMP PUMP, PVC, PIPE ADI	231	205.14	
	2607-627858	SAW BLADE	231	23.99	
	2608-629569	SC - SILICONE AND DAP	231	19.98	
	2608-629904	PVC CUTTER, HOSE, COUPLER, TUBE, AD,	231	100.72	
	2608-630347	SHOP RR REPAIR - SUPPLY & BALL	231	20.98	
	2608-630531	RALSTON PARK VETS PROJECT - CONCRE	231	71.81	
	2608-630764	TOILET SEAT, TOILET BRUSH, PLUNGER	231	72.56	
	2608-630880	BLDG MAINT - LAG SCREW	231	20.29	
	2608-631955	PREMIX CONCRETE FOR STORM REPAIR	231	22.00	
	2608-632104	OVERLAY FELT AND CONTACT ADHSV	231	96.80	
Total for Check Number 78284:				850.27	
78285	081500 INV093897	TRAFFIC SAFETY SUPPLY CO POST CAP PIPE EXT, BLADE, SCREWS	08/14/2026 C000769	201.19	
Total for Check Number 78285:				201.19	
78286	082065	TWGW INC	08/14/2026		
	486124	BATTERY FOR WWTP PONY MOTOR		126.57	
	486280	D21 - FUEL FILTERS, OIL FILTERS		134.74	
	486536	P1-SERPENTINE BELT		35.30	
	486536	WASHER FLUID		29.94	
	486536	P1-OIL FILTER		3.59	
	486719	FUEL TRANSFER PUMP & DIESEL NOZZLE		152.65	
	486719	HEX THREADING DIE		18.49	
	486719	FUEL TRANSFER PUMP & DIESEL NOZZLE		152.65	
	486719	STANDARD GAS CAN HOSE		30.00	
	486719	FUEL TRANSFER PUMP & DIESEL NOZZLE		152.66	
	486719	FUEL TRANSFER PUMP & DIESEL NOZZLE		152.65	
	486719	FUEL TRANSFER PUMP & DIESEL NOZZLE		152.66	
	486720	LINX 19 - OIL FILTER		5.09	
	486767	HOSE CLAMP FOR GAS CANS		4.12	
	486771	PRESSURE WASHER - BATTERY, CORE DEI		73.29	
	486834	FUEL TANK CONNECTORS		32.13	
	486870	GILLS LANDING GOFT CART - BATTERY		118.79	
	487164	OIL	FY26/27	23.97	
	487223	LINX 18 - OIL FILTER, AIR FILTER		22.94	
	487228	LINX 18 - OIL DRAIN PLUG		4.12	
	487293	CONCRETE MIXER - SPARK PLUG		4.54	
	487320	P71 - OIL AND HYDRAULIC HOSE		69.67	
Total for Check Number 78286:				1,500.56	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
78287	086000 458882	VALLEY FIRE CONTROL INC EXTINGUISHERS	08/14/2026	477.00	
Total for Check Number 78287:				477.00	
Total for 8/14/2026:				98,122.24	
78289	UB*05242	CHRISTOPHER & BRIDGET BARTMES: Refund Check 024252-001, 2408 KOKANEE W	08/17/2026	161.81	
Total for Check Number 78289:				161.81	
78290	1001055 [REDACTED]	TREVOR SCHULD [REDACTED]	08/17/2026 [REDACTED]	[REDACTED]	
Total for Check Number 78290:				1,421.24	
Total for 8/17/2026:				1,583.05	
ACH	007044 184995	ANALYTICAL LABORATORY & CONSU SAMPLE DATE, COLIFORM PRESENCE/AB	08/20/2026	788.00	
Total for this ACH Check for Vendor 007044:				788.00	
ACH	029524 18128	GILMOUR & COMPANY INC HYDRATED LIME SLURRY	08/20/2026 08LEBANON	7,293.35	
Total for this ACH Check for Vendor 029524:				7,293.35	
ACH	048932 61132-073026	ERIK JD MOELLER, ATTORNEY PC COURT APPOINTED ATORNEY SERVICES F	08/20/2026 10014161132	2,275.00	
Total for this ACH Check for Vendor 048932:				2,275.00	
ACH	048993 082026	MORLEY THOMAS LAW FIRM LEGAL SERVICES FOR AUG 2026	08/20/2026 20012061014	18,500.00	
Total for this ACH Check for Vendor 048993:				18,500.00	
ACH	052009 711840 714359 722020	NELSON TIRE INC PARKS TRAILER WHEEL/TIRE REPAIR PARKS TRAILER WHEEL / MOUNT REPAIR TIRES SMALL TRAILER	08/20/2026 1420700 1420700 1420700	150.42 150.45 125.89	
Total for this ACH Check for Vendor 052009:				426.76	
ACH	074088 1050851	ALLIANCE SOLUTIONS GROUP OF OR PARK HOSTS WEEK ENDING 8/9/26	08/20/2026 40229	831.91	
Total for this ACH Check for Vendor 074088:				831.91	
ACH	088947 PS-INV116170	WHITNEY EQUIPMENT CO INC ON - SITE SERVICE	08/20/2026	1,750.00	
Total for this ACH Check for Vendor 088947:				1,750.00	
ACH	1000183 29365	NATIONAL TESTING NETWORK BACKGROUND INVESTIGATION- BOSHAR	08/20/2026	4,800.00	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
Total for this ACH Check for Vendor 1000183:				4,800.00	
ACH	1000244	CLEARGOV INC	08/20/2026		
	2026-19448	FY27 TRANSPARENCY		10,237.68	
	2026-19448	FY27 BUNDLE DISCOUNTS		-33,918.93	
	2026-19448	FY27 PERSONNEL BUDGETING		17,823.12	
	2026-19448	FY27 BUDGET DEV		18,724.88	
	2026-19448	FY27 DIGITAL BUDGET BOOK		11,139.45	
	2026-19448	FY27 CAPITAL BUDGETING		12,200.35	
	2026-19448	FY27 DIGITAL FINANCIAL REPORTING		12,051.00	
Total for this ACH Check for Vendor 1000244:				48,257.55	
ACH	016070	CDW GOVERNMENT INC	08/20/2026		
	AI8CW6X	Red Hat Renewal FY26	25003443 FY26 invoice	326.36	
	AI8CW6X	Red Hat Renewal FY27	25003443 FY26 invoice	1,631.88	
	AK2LX2Z	CREDIT - PRICE ADJUSTMENT ON ITEM #	25003443 FY26 INVOICE	-815.90	
	AK2LX2Z	CREDIT - PRICE ADJUSTMENT ON ITEM #	25003443 FY26 INVOICE	-163.22	
Total for this ACH Check for Vendor 016070:				979.12	
ACH	057576	OR-TEC INC	08/20/2026		
	110179	ACTUATOR 1200LB AND FREIGHT	None FY26	1,639.50	
Total for this ACH Check for Vendor 057576:				1,639.50	
ACH	075781	SPRINGBROOK HOLDING COMPANY I	08/20/2026		
	INV-024162	CIVIC PAY, IVR, PAYPAD FEE	C486 FY26	2,051.00	
	INV-024162	CIVIC PAY, IVR, PAYPAD FEE	C486 FY26	2,051.00	
Total for this ACH Check for Vendor 075781:				4,102.00	
78291	UB*05688	KRISTINA AGEE & Refund Check 006195-001, 1994 S 7TH STREE	08/20/2026	50.00	
Total for Check Number 78291:				50.00	
78292	UB*05712	JUDY BENDER Refund Check 022045-000, 368 SHANNON PL	08/20/2026	156.17	
Total for Check Number 78292:				156.17	
78293	UB*05707	JAYCE BOYD Refund Check 024750-000, 228 WHEELER ST	08/20/2026	181.05	
Total for Check Number 78293:				181.05	
78294	UB*05700	MIKAYLA BRADLEY Refund Check 029585-000, 1195 W VINE STRE	08/20/2026	104.11	
Total for Check Number 78294:				104.11	
78295	UB*05652	CENTRAL SERVICE INC. Refund Check 031245-000, 0000 BURDELL BI	08/20/2026	370.39	
Total for Check Number 78295:				370.39	
78296	UB*05699	ANTON & EUFROSINIA CHERNISHOFI Refund Check 030585-000, 358 SEVEN OAKS	08/20/2026	47.38	
Total for Check Number 78296:				47.38	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
78297	UB*05714	HYEOKGYU CHOI Refund Check 027170-000, 1176 GROVE STRI	08/20/2026	107.50	
		Total for Check Number 78297:		107.50	
78298	UB*05698	LEAH CRAWFORD Refund Check 029648-000, 406 LYDIA LANE	08/20/2026	83.98	
		Total for Check Number 78298:		83.98	
78299	UB*05691	GLORIETTA BAY LLC Refund Check 020294-001, 0000 W OAK STRE	08/20/2026	59.13	
		Total for Check Number 78299:		59.13	
78300	UB*05689	HAYDEN HOMES LLC Refund Check 031185-000, 3201 S 13TH STREI	08/20/2026	160.65	
		Total for Check Number 78300:		160.65	
78301	085077 INV01132130	HD SUPPLY INC COVER SLIPS, DISPOSABLE BOTTLES	08/20/2026 391348	281.69	
		Total for Check Number 78301:		281.69	
78302	UB*05710	PATRICK & TERRI HODGES Refund Check 017011-004, 1137 EDDIE STRE	08/20/2026	119.55	
		Total for Check Number 78302:		119.55	
78303	UB*05713	SAM IMBLER BREMNER Refund Check 029154-000, 1786 S 9TH STREE	08/20/2026	179.14	
		Total for Check Number 78303:		179.14	
78304	UB*05693	RACHEL JONES Refund Check 030507-000, 319 E DODGE STR	08/20/2026	122.79	
		Total for Check Number 78304:		122.79	
78305	039049 58795	JTI SUPPLY INC VALVES	08/20/2026	126.20	
		Total for Check Number 78305:		126.20	
78306	UB*05716	BREE & BEN LESTER Refund Check 030857-000, 1989 S 12TH ST	08/20/2026	149.03	
		Total for Check Number 78306:		149.03	
78307	UB*05687	JAYDE LESTER Refund Check 028929-000, 575 MANOR WAY	08/20/2026	79.28	
		Total for Check Number 78307:		79.28	
78308	1001059 None-081526	AZUCENA LOPEZ Lopez Rental Canceled; returning deposit paid	08/20/2026 None	250.00	
		Total for Check Number 78308:		250.00	
78309	UB*05661	MORGAN LUMPKIN Refund Check 030532-000, 50 WILLIAMS STI	08/20/2026	101.91	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
Total for Check Number 78309:				101.91	
78310	048532	MARKOWITZ HERBOLD PC	08/20/2026		
	91189	Attorney Fees - Drawdown		26,918.63	
	91191	Review Public Records Request relating to Canil		1,417.50	
Total for Check Number 78310:				28,336.13	
78311	UB*05708	JOSEPH MCKEAN	08/20/2026		
		Refund Check 029649-000, 2696 S 11TH STREET		140.89	
Total for Check Number 78311:				140.89	
78312	UB*05692	REBECCA MECOMBER	08/20/2026		
		Refund Check 028515-000, 113 E MILTON STREET		72.70	
Total for Check Number 78312:				72.70	
78313	1000822	METRO PRESORT INC.	08/20/2026		
	IN688504	JULY 2026 UTILITY BILLS	70385	1,990.62	
	IN688504	JULY 2026 UTILITY BILLS	70385	1,990.62	
Total for Check Number 78313:				3,981.24	
78314	UB*05706	REBECCA MYERS	08/20/2026		
		Refund Check 030401-000, 329 W MAPLE STREET		73.60	
Total for Check Number 78314:				73.60	
78315	UB*05715	LOREN NESS	08/20/2026		
		Refund Check 027332-032, 2615 S 9TH STREET		415.38	
Total for Check Number 78315:				415.38	
78316	UB*05695	BRADEN & CASSANDRA NOFZIGER	08/20/2026		
		Refund Check 024383-000, 323 SHANNON PLACE		335.22	
Total for Check Number 78316:				335.22	
78317	053410	NORTHSTAR CHEMICAL INC	08/20/2026		
	348240	SODIUM HYPOCHLORITE	101775	8,316.00	
Total for Check Number 78317:				8,316.00	
78318	UB*05709	PEOPLE'S BANK OF COMMERCE	08/20/2026		
		Refund Check 022366-000, 1430 S PARK STREET		104.85	
Total for Check Number 78318:				104.85	
78319	UB*05686	MALAKAI PRESSEL	08/20/2026		
		Refund Check 030906-000, 1840 S 7TH STREET		67.38	
Total for Check Number 78319:				67.38	
78320	UB*05690	JENNIFER RASH	08/20/2026		
		Refund Check 014788-004, 1525 S 2ND STREET		280.48	
Total for Check Number 78320:				280.48	
78321	UB*05717	TARA ROBINSON	08/20/2026		
		Refund Check 014382-002, 75 E OAK STREET		37.56	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Che	Item # 15.
			Total for Check Number 78321:		37.56
78322	070405 INV34332	SAFETY VISION LLC NEW BUS #27 -- Bus Vendor is installing	08/20/2026		4,651.42
			Total for Check Number 78322:		4,651.42
78323	UB*05702	MICHELLE SCHAEFER Refund Check 024698-000, 2270 S 5TH STREE	08/20/2026		26.63
			Total for Check Number 78323:		26.63
78324	UB*05705	SCOTT SMITH Refund Check 016262-002, 1174 HIATT STREI	08/20/2026		154.13
			Total for Check Number 78324:		154.13
78325	UB*05662	CATHRINE & JOSEPH-ROBERT SPRAC Refund Check 030299-000, 1174 HIATT STREI	08/20/2026		108.52
			Total for Check Number 78325:		108.52
78326	UB*05704	JOHN & JERRIANNE STOLSIG Refund Check 002866-001, 365 WATERS EDG	08/20/2026		27.23
			Total for Check Number 78326:		27.23
78327	UB*05685	ASHLEA STROH Refund Check 028921-000, 1334 KIMBER CO	08/20/2026		14.53
			Total for Check Number 78327:		14.53
78328	UB*05694	PATRICIA & SYDNEY TEJEDA Refund Check 029619-000, 3242 S 10TH STRE	08/20/2026		38.41
			Total for Check Number 78328:		38.41
78329	UB*05697	ANGEL TRULL Refund Check 029555-000, 2638 S 8TH STREE	08/20/2026		200.00
			Total for Check Number 78329:		200.00
78330	082065 486651 486717 486906 487267 487353 487357 487397 487523 487571 487634 487635 487655 487678 487678	TWGW INC LINX 19 - WATER PUMP, BATTERY, ANTIFI LINX 18 - Optronics Light VAN 3 - HEAD LIGHTS WIPER BLADES for Unit 59 E8 - OIL FILTER, OIL LINX 19 - AC COMPRESSOR, OIL, TUBE, AC LINX 19 - AC EVAPORATOR LINX 19 - SERPENTINE BELT ADHESIVE CLEANER LINX 19 - CREDIT ON INVC 486651 - CORE LINX 24 - OIL FILTER GLOVES FOR WORK TRUCK J43 - OIL PUMP, GEAR OIL J43 - OIL PUMP, GEAR OIL	08/20/2026 FY26/27 		349.76 12.08 43.05 20.16 76.46 435.96 127.82 43.36 39.51 -18.00 5.45 16.49 31.64 31.65
			Total for Check Number 78330:		1,215.39
78331	082099	UDELL ENGINEERING & SURVEYING	08/20/2026		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
	18321	AIRPORTRD /12TH ST 48%		13,296.00	
	18324	SHERMAN ST ADA PROJECT		720.00	
	18325	GRANT STREET PROJECT		8,209.50	
	18327	SURVEY OF CEDAR ST FROM S MAIN TO F		8,870.00	
Total for Check Number 78331:				31,095.50	
78332	UB*05711	DIANE & FREDERICK VINSON	08/20/2026		
		Refund Check 026897-000, 550 CARLSON DR		160.08	
Total for Check Number 78332:				160.08	
78333	UB*05703	PENNY WAFFORD	08/20/2026		
		Refund Check 030626-000, 959 WASSOM STR		51.80	
Total for Check Number 78333:				51.80	
78334	088002 EUG1128415	WALTER E NELSON CO OF EUGENE FOAMING HAND SOAP AND PUMICE STIC	08/20/2026 CUS12065	862.80	
Total for Check Number 78334:				862.80	
78335	UB*05701	CODY WHITE	08/20/2026		
		Refund Check 030514-000, 575 W ASH STREE		82.95	
Total for Check Number 78335:				82.95	
78336	UB*05696	JOSEPH WIENEKE	08/20/2026		
		Refund Check 027917-000, 86 WELDWOOD I		200.00	
Total for Check Number 78336:				200.00	
78337	1000822 IN683712 IN683712	METRO PRESORT INC. DEC 2025 UTILITY BILLS DEC 2025 UTILITY BILLS	08/20/2026 70385 70385	2,012.20 2,012.20	
Total for Check Number 78337:				4,024.40	
Total for 8/20/2026:				179,448.36	
78338	1001068 [REDACTED]	DYLAN POSCH [REDACTED]	08/27/2026		
Total for Check Number 78338:				1,609.03	
Total for 8/27/2026:				1,609.03	
ACH	016104 080326103-01	CASCADE CENTERS INC EPA POLICE/TEAMSTERS	08/28/2026 Paid online 08/19/2025	96.25	
Total for this ACH Check for Vendor 016104:				96.25	
ACH	1000401 COL-073126 COL-073126 COL-073126	ELAVON JULY MERCHANT CARD FEES JULY MERCHANT CARD FEES JULY MERCHANT CARD FEES	08/28/2026 COL FY27 AUTOPAY 8/03/2 COL FY27 AUTOPAY 8/03/2 COL FY27 AUTOPAY 8/03/2	1,019.86 1,019.86 84.98	
Total for this ACH Check for Vendor 1000401:				2,124.70	
ACH	1000402	BLUEFIN PAYMENT SYSTEMS	08/28/2026		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
	5934 0168798	MERCHANT JULY MONTHLY FEE	None Cleared bank 08/03/202	612.56	
	5934 0168798	MERCHANT JULY MONTHLY FEE	None Cleared bank 08/03/202	7,350.63	
	5934 0168798	MERCHANT JULY MONTHLY FEE	None Cleared bank 08/03/202	7,350.63	
		Total for this ACH Check for Vendor 1000402		15,313.82	
ACH	1000508	SEAN L TATE	08/28/2026		
	1243	AUGUST LOBBYING SERVICES	PAID VIA LINK 8/27/2026	3,675.00	
		Total for this ACH Check for Vendor 1000508:		3,675.00	
ACH	075781	SPRINGBROOK HOLDING COMPANY I	08/28/2026		
	INV-024662	JULY CIVIC PAY, IVR, PAYPAD FEE	C486 FY27	2,149.50	
	INV-024662	JULY CIVIC PAY, IVR, PAYPAD FEE	C486 FY27	2,149.50	
		Total for this ACH Check for Vendor 075781:		4,299.00	
ACH	1000609	WS2 INC	08/28/2026		
	13266	Library Software Refresh - Council Chambers		1,500.00	
		Total for this ACH Check for Vendor 1000609:		1,500.00	
ACH	1001062	OPEN GOV, INC	08/28/2026		
	INV27929	ASSET MANAGEMENT	None	54,808.17	
	INV27929	OPENGOV IMPLEMENTATION	None	326,152.68	
	INV27929	PERMITTING & LICENSING SUITE	None	17,975.33	
	INV27929	PERMITTING & LICENSING SUITE	None	8,987.66	
	INV27929	OPENGOV IMPLEMENTATION	None	61,956.00	
	INV27929	FINANCIAL MGMT AND BUDGETING	None	77,369.33	
	INV27929	UTILITY BILLING	None	50,099.57	
	INV27929	PERMITTING & LICENSING SUITE	None	8,987.67	
		Total for this ACH Check for Vendor 1001062:		606,336.41	
78339	027388	FFA ARCHITECTURE AND INTERIORS.	08/28/2026		
	242513-010	LIBRARY EXPANSION JUL 1 26-JUL 31 26		23,303.34	
		Total for Check Number 78339:		23,303.34	
78340	048848	MID-VALLEY GRAVEL	08/28/2026		
	25705-02	PAY ESTIMATE 02		130,658.10	
	none-072526	PE01		128,540.47	
	none-072526	PE01		23,850.80	
		Total for Check Number 78340:		283,049.37	
		Total for 8/28/2026:		939,697.89	
ACH	018639	CORVALLIS NEIGHBORHOOD HOUSIN	08/31/2026		
	02102026	CDBG GRANT #H23011 DRAW 4		96,233.22	
		Total for this ACH Check for Vendor 018639:		96,233.22	
ACH	027227	FERGUSON US HOLDINGS, INC	08/31/2026		
	1385137	FLANGE REPAIR KIT	42406	448.00	
	1386589	CHEADLE LAKE RESTROOM - S40 PIPE	42406	148.59	
	1386589	CHEADLE LAKE RESTROOM - S40 PIPE	42406	54.21	
		Total for this ACH Check for Vendor 027227		650.80	
ACH	040152	KITTELSON & ASSOCIATES INC	08/31/2026		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
	0168142	STOLTZ HILL DEVELOPMENT SERVICES T		1,721.50	
		Total for this ACH Check for Vendor 040152:		1,721.50	
ACH	052009 733099	NELSON TIRE INC WTP PROPANE	08/31/2026 1420700	34.85	
		Total for this ACH Check for Vendor 052009:		34.85	
ACH	065280 7039214	REXEL USA, INC. HEX CAP, SPRING NUT, CLAMP	08/31/2026 18680	32.39	
		Total for this ACH Check for Vendor 065280:		32.39	
ACH	074088 1051530 1052204	ALLIANCE SOLUTIONS GROUP OF OR PARK HOSTS WEEK ENDING 8/16/2026 PARK HOSTS WEEK ENDING 8/23/2026	08/31/2026 40229 40229	795.74 831.91	
		Total for this ACH Check for Vendor 074088:		1,627.65	
ACH	079167 TVL09/20-9/23/26	ERIC STEIN 2026 OPCA FALL CONFERENCE, GRAND R	08/31/2026	181.00	
		Total for this ACH Check for Vendor 079167:		181.00	
ACH	079449 12648 12664	SUMMIT ENERGY TECH CORP VEEAM RENEWAL - AUGUST 2026 July Nico Consulting	08/31/2026	933.60 5,381.25	
		Total for this ACH Check for Vendor 079449:		6,314.85	
78341	1000974	HELEN KLEINT RESTITUTION - NUNN, E. # 2025CRV0035	08/31/2026	200.00	
		Total for Check Number 78341:		200.00	
78342	007511 W17484	THE AUTOMATION GROUP INC Justin Heide and Rick Jobe Consulting_Labor	08/31/2026	1,241.32	
		Total for Check Number 78342:		1,241.32	
78343	1001064	JENNA BEAMS RESTITUTION- COUNTS II, JAKE E. #2023TI	08/31/2026	11.00	
		Total for Check Number 78343:		11.00	
78344	081444 65134	BETTER PORTABLE TOILETS INC PORTABLE RR FOR SLEEP AREA - 305 W O.	08/31/2026	140.00	
		Total for Check Number 78344:		140.00	
78345	1001057 None-081226	BULLDOG CONCRETE LLC CONCRETE WORK ON VINE ST	08/31/2026 None	27,100.00	
		Total for Check Number 78345:		27,100.00	
78346	1001017	FRANK & CHERYL CAMPBELL RESTITUTION - JONES, J. #2025CRC0408	08/31/2026	400.00	
		Total for Check Number 78346:		400.00	
78347	021444 90129300	CXT INCORPORATED CHEADLE LAKE IMPROVEMENTS	08/31/2026 1011937	102,348.69	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
	90129300	CHEADLE LAKE IMPROVEMENTS	1011937	79,900.42	
	90129300	CHEADLE LAKE IMPROVEMENTS	1011937	116,689.89	
			Total for Check Number 78347:	298,939.00	
78348	027109 623334	DAVID EVANS & ASSOCIATES INC CHAMPION MILL SITE ANALYSIS	08/31/2026	4,194.36	
			Total for Check Number 78348:	4,194.36	
78349	999824	RICK ERICKSON RESTITUTION SKELTON, J # 1997TRM000	08/31/2026	25.00	
			Total for Check Number 78349:	25.00	
78350	1000880	ROBERT FISHER RESTITUTION- BOULDEN, R. #2025TRT053	08/31/2026	50.00	
			Total for Check Number 78350:	50.00	
78351	029012 42468	GATEWAY IMPRINTS INC POLO, HOODED SWEATSHIRT	08/31/2026	92.98	
			Total for Check Number 78351:	92.98	
78352	028435 17390588	HD FOWLER COMPANY 1" PIPE 100'ROLL	08/31/2026	560.00	
			Total for Check Number 78352:	560.00	
78353	038001 39629 39632	INTERTECH TECHNICAL SERVICES - WW BISULFITE N TECHNICAL SERVICES WW ALARM DIAL	08/31/2026	597.00 3,198.25	
			Total for Check Number 78353:	3,795.25	
78354	1001048 20260908	DARRELL JABIN Senior Center Presentation	08/31/2026 None PLEASE GIVE TO SR	50.00	
			Total for Check Number 78354:	50.00	
78355	040625 3433608 3433609 3436087	KNIFE RIVER CORPORATION - NORTH POTHOLE REPAIRS / 11TH STREET POTHOLE REPAIRS POTHOLE REPAIR / STREET PAVING	08/31/2026 33284 33284 33284	466.15 895.46 949.18	
			Total for Check Number 78355:	2,310.79	
78356	1000821	MARIO RAMON /CARBAJAAL-COLON RESTITUTION- FRENCH, S. #2025CRC0111	08/31/2026	50.00	
			Total for Check Number 78356:	50.00	
78357	048088	CHRIS MINER REIMBURSEMENT FOR TUTION FOR CALIF	08/31/2026	469.35	
			Total for Check Number 78357:	469.35	
78358	1001060 MI26-00054	MOLECULAR INC Manholes - Westside Interceptor	08/31/2026 None	15,700.00	
			Total for Check Number 78358:	15,700.00	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
78359	049519 R21-00719875	MOTION INDUSTRIES INC PNEUMATIC VALVES, IMPACT WRENCH, B	08/31/2026 69996801	536.10	
			Total for Check Number 78359:	536.10	
78360	052410 M.08.20.2026 M.08.20.2026	NO-D-LAY SHOE SHOP INC BOOTS WADE WILLIAMSON BOOTS CHARLIE STEWART	08/31/2026 20200003 20200003	260.96 197.96	
			Total for Check Number 78360:	458.92	
78361	044230	THE LEBANON OREGONIAN REFUND/OVERPAYMENT OF FINES # 20221	08/31/2026	5.00	
			Total for Check Number 78361:	5.00	
78362	1000683	MICHAEL PLETNIKOFF RESTITUTION- JOHNSON, E. #2024TRM008	08/31/2026	50.00	
			Total for Check Number 78362:	50.00	
78363	1000522	WILLIAM PUFALL RESTITUTION- CALKINS-GILBERT, W. #20	08/31/2026	100.00	
			Total for Check Number 78363:	100.00	
78364	067778 704936 704937	RAM STEELCO INC ALUMINUM SHEETING FOR HEADWORDS COL1 ALUMINUM ANGLE FOR HEADWOKS REA COL1	08/31/2026 COL1 COL1	3,291.95 128.00	
			Total for Check Number 78364:	3,419.95	
78365	1000414	JESUS & CATHERINE RAMOS RESTITUTION- UNGER, L # 2023CRV0028	08/31/2026	200.00	
			Total for Check Number 78365:	200.00	
78366	1001065	ELIZABETH RANKIN RESTITUTION - DOYLE, T. # 2026CRV0011	08/31/2026	30.00	
			Total for Check Number 78366:	30.00	
78367	068777 4171041 4173689	RIVERBEND MATERIALS TACK FOR STREET REPAIRS ASPHALT FOR STREET PATCHING	08/31/2026 None None	587.66 567.61	
			Total for Check Number 78367:	1,155.27	
78368	1000704	ROBERT RODGERS RESTITUTION- HUTSELL, L # 2023TRM0056	08/31/2026	100.00	
			Total for Check Number 78368:	100.00	
78369	1001063	JUDY ROWE REFUND/OVERPAYMENT OF FINES # 20221	08/31/2026	5.00	
			Total for Check Number 78369:	5.00	
78370	072388 155599	SCHETKY NW SALES, INC. LINX BUS 12 - HANDLE	08/31/2026 None	53.18	
			Total for Check Number 78370:	53.18	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
78371	998828	TARI SIDERS RESTITUTION- GUTHRIE, C. # 2020CRV002'	08/31/2026	100.00	
		Total for Check Number 78371:		100.00	
78372	074807	DARCY SMITH PO 278392- FOOD AND SNACKS FOR SUMM	08/31/2026	291.74	
		Total for Check Number 78372:		291.74	
78373	075410 38132	SOUTH FORK INDUSTRIES INC FAB BRACKET FOR SLUGDE TRAILER LID	08/31/2026	106.20	
		Total for Check Number 78373:		106.20	
78374	025000	SUMMIT ACE HOME & GARDEN	08/31/2026		
	2607-623214	MOLDING FOR PORTER RESTROOM DUE 1	231	15.18	
	2607-625141	KEYS	231	7.98	
	2608-632674	PIPE TAP, DIE HEX, DRILL, DRILL BITS	231	243.90	
	2608-633486	CHEADLE LAKE RESTROOM - PAINT, PIPE	231	254.30	
	2608-633486	CHEADLE LAKE RESTROOM - PAINT, PIPE	231	92.77	
	2608-634244	MARKING FLAGS	231	20.99	
	2608-635200	SANDPAPER	231	12.97	
	2608-635661	GATE LATCH	231	9.99	
	2608-636069	WATERING TRUCK - HOSE ADAPTER, COU	231	61.15	
	2608-636851	HOSE WASHER AND COUPLERS FOR WATE	231	20.77	
	2608-636909	PAINT, TRAY LINER FOR CITY HALL	231	47.43	
	2608-637444	LIGHT CONTROL FOR RALSTON PARK	231	13.99	
		Total for Check Number 78374:		801.42	
78375	1000951 2026.146	SWALE ENVIRONMENTAL LLC Rodeo Industrial Site Delineation	08/31/2026 None	20,946.30	
		Total for Check Number 78375:		20,946.30	
78376	1000904	THE PAPÉ GROUP, INC	08/31/2026		
	11068597	SHOP FORKLIFT SERVICE	1099493	94.70	
	11068597	SHOP FORKLIFT SERVICE	1099493	94.70	
	11068597	SHOP FORKLIFT SERVICE	1099493	94.70	
	11068597	SHOP FORKLIFT SERVICE	1099493	94.71	
	11068598	WTP - FORKLIFT SERVICE	1099493	325.03	
	11068599	D37 WWTP FORKLIFT SERVICE	1099493	309.69	
		Total for Check Number 78376:		1,013.53	
78377	082065	TWGW INC	08/31/2026		
	487478	R-134 REFRIGERANT		349.00	
	488058	P81 - OIL FILTER		8.01	
	488096	LPD 29 - OIL FILTER		5.09	
	488190	LINX 12 - SPARK PLUG, IGNITION COIL		544.00	
	488247	LINX 12 - OIL DRAIN PLUG, OIL FILTER		10.78	
	488344	BRAKE CLEANER		105.36	
	488398	WWTP SERVICE TRUCK - OIL FILTER, FUEI		77.41	
	488442	LPD 20 - ENGINE MOUNT		107.27	
	488451	LPD 20 - OIL FILTER, OIL		75.27	
	488585	MOWER BATTERY AND CORE DEPOSIT		52.95	
		Total for Check Number 78377:		1,335.14	
78378	083010	UNIQUE MANAGEMENT SERVICES IN	08/31/2026		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount	Item # 15.
	6162401	PLACEMENTS	1842	69.90	
			Total for Check Number 78378:	69.90	
78379	087724	WAL-MART	08/31/2026		
		RESTITUTION- DREXLER, G. # 2008CRC000		24.92	
		RESTITUTION- BUTTERFIELD, R. # 2024CR		50.00	
		RESTITUTION - DEFFENBAUGH, N. # 2013C		10.00	
			Total for Check Number 78379:	84.92	
78380	1000686	DANIEL WATSON	08/31/2026		
		RESTITUTION- SHELTON, A. # 2024TRM010		35.00	
			Total for Check Number 78380:	35.00	
78381	999408	WILCO	08/31/2026		
		RESTITUTION- COWAN, A. # 2024CRC0354		25.00	
		RESTITUTION- NOFZIGER, D. - # 2021CRC0		100.00	
			Total for Check Number 78381:	125.00	
			Total for 8/31/2026:	493,147.88	
			Report Total (193 checks):	2,581,414.94	



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Item # 15.

MEMORANDUM

Human Resources

To: Ron Whitlatch, City Manager
From: Angela Solesbee, HR Director
Subject: Department Update for City Manager Report

Date: September 1, 2026

- Recruitment:
 - All City positions filled at this time. WOOP!
- Benefits:
 - Open Enrollment coming on September 29th.
- Classification and Compensation:
 - AFSCME Market Review, Classification review, and Salary Schedule changes underway per the newly ratified 2026-2029 CBA.
- Training and Development:
 - August All Employee training – Whistleblower Reporting
 - September All Employee training – Cybersecurity – AI and Smishing
 - August Safety training – Cold, Flu, and Transmittible Illness Prevention
 - September Safety training – Personal Protective Equipment (PPE)
- Performance Management:
 - Discussions regarding moving to electronic evaluations with AFSCME begin on 9/9/2026.
 - 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 – August 2026

Date: September 1, 2026

IT

- Working on Water Treatment Plant and Wastewater Treatment Plant upgrades and planning as requested.
- OpenGov ERP migration project continues.
- Assisting Police with patrol system upgrade continues.
- 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, visit <https://www.youtube.com/@CityofLebanonOR>
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- Updates to the LINX Transit route maps have been completed.
- Our GIS department received their updated Aerial photos from their vendor. The fly over was completed in early Spring. New server configuration for hosting and serving images has begun.
- 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
From: Kendra Antila, Library Director
Subject: Manager's Report

Date: September 1, 2026

- City Manager Ron Whitlatch and I are working closely with our grant administrator on the CDBG grant. The grant application is due on September 30, 2026.
- This year's Summer Reading Program ended with record breaking attendance at the after-hours party for those who completed the reading challenge – over 300 people! Staff received tons of positive comments from the public.
- Regular programming for babies through teens will resume this month.

THE CITY THAT FRIENDLINESS BUILT



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Item # 15.

MEMORANDUM

Police Department

To: City Council
From: Chief Frank Stevenson
Subject: August Monthly Report

Date: September 1st, 2026

- For August 2026, the Patrol Division had approximately 1,496 calls for service, made 86 arrests, conducted 292 traffic stops, issued 50 traffic citations, and wrote 122 case reports.
- Ivy Covarrubias and Jessie Trujillo have successfully passed all phases of the testing process and will begin their career as a Communication Specialist. Jessie Trujillo started August 31st and Ivy Covarrubias will start on September 7th, 2026. .
- We interviewed four (4) individuals for the Police Officer position. Of the four, one applicant received a conditional offer and to date, has passed all phases of testing. Konner Boshart began his career as a police officer on September 1st, 2026.
- After several years of dedicated communication specialist service, Heather Means officially retired on August 29th, 2026.
- Community Policing Officer Johnson remains busy as usual. Dala successfully coordinated National Night Out, assisted with Boys and Girls Club with youth 'safety town', presented to senior citizens on scams on digital devices, hosted a youth Peer Court event, conducted one traffic safety class with 7 individuals who received citations for wither cell phone use or seatbelt violations, conducted a presentation to Lebanon Legacy Club, and continues to work with Crossroads for housing on houseless subjects within our community.
- 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 172 calls for service, which included animal-related incidents, city park patrols, private-business trespasses, abandoned or suspicious vehicles, and parking complaints. Additionally, they assisted other agencies as needed.
- This month, two (2) use-of-force incident was reported. (1) Officers responded to an apartment for a report of a violation of a no contact order. Officers located a male subject hiding in a closet. The Officer pointed his Taser at the subject who complied and was taken into custody with no further incident. (2) Officers located a subject with a felony

INTEGRITY, PROFESSIONALISM & TEAMWORK

warrant who was previously convicted of murder. The male subject was behind a gate and was initially noncompliant. Officers pointed a taser at the subject who then complied and was taken into custody with no further incident.

- There was one use of NARCAN this month when officers contacted a juvenile male who overdosed on fentanyl/benzodiazepines. An Officer successfully deployed one dose of NARCAN and then medics transported the juvenile to LCH.

All use-of-force incidents and pursuits undergo thorough review by a Sergeant, a Lieutenant, the Police Captain, and the Chief. After review, all incidents were found to be justified and fully compliant with departmental policy standards.

Please do not hesitate to ask if you have any questions about this summarization.



MEMORANDUM

Senior Services & LINX Transit

Date: September 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 September 2026.

LINX Transit anticipates the arrival of our 2027 18-passenger CDL bus, in mid-September. This vehicle will be funded by a federal 5310 grant for 89.73% of the cost of the vehicle and through STIF for the 10.27% match.

Senior Center:

September is National Senior Center Month and we are celebrating! The Senior Center is more than a building with the services, we cultivate opportunities for people to gather, support one another and build community!

Darrell Jabin, Oregon's Traveling Historian will be at the Senior Center on Tuesday, September 8th, to present on the history of the Oregon Trail and Oregon's roads and highways.

Join us on Tuesday, September 15th, from 2:00-3:30 pm to be mystified by Dr. Delusion's Illusions Comedy and Magic Show, be "wowed" by some local talented seniors sharing their skills and passion and enjoy some delicious refreshments!

The Lebanon Senior Center and COMP-NW Physical Therapy Program will be co-hosting our annual Fall Prevention Symposium: From Awareness to Action, on Tuesday, September 22nd, from 1:00-2:00 pm. COMP-NW Physical Therapy students will be providing balance assessments, from 2:00-4:00 pm, by appointment.