



AMENDED LEBANON CITY COUNCIL REGULAR MEETING AGENDA

February 11, 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

- 1. City Council Ward 1 Oath of Office - Marcellus Angellford**

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.

- 2. AGENDA:** Lebanon City Council Agenda – February 11, 2026
- 3. COUNCIL MINUTES:** 2026-01-14 City Council Executive Session and Regular Meeting and 2026-01-28 Regular Meeting
- 4. APPROVAL TO AWARD:** Vine Street Waterline (Fifth to Seventh) Project No. 25713

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on February 10, 2026**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

REGULAR SESSION

- 5. Cheadle Lake CMGC GMP Amendment #2**

- [6.](#) Resolution No. 2026-02 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2025-2026 Budget
- [7.](#) Direction to Proceed with Municipal Jail and Local Option Levy Process
- [8.](#) **Department Reports**

ITEMS FROM COUNCIL

- [9.](#) Council Absence Notifications

PUBLIC/PRESS COMMENTS

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

NEXT SCHEDULED COUNCIL MEETING(S): 2026-02-25 City Council Work Session @ noon (tentative), 2026-03-11 City Council Work Session @ 5PM and Regular Meeting @ 6PM

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

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

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

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

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

OATH OF OFFICE ELECTED OFFICIALS

I do solemnly swear that I will support the Constitutions and Laws of the United States, the State of Oregon, and the Charter and laws of the City of Lebanon, and that I will faithfully perform the duties of the office for which I have been appointed.





LEBANON CITY COUNCIL EXECUTIVE SESSION AND REGULAR MEETING - AMENDED MINUTES

January 14, 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 Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

5:00 PM – EXECUTIVE SESSION

The Executive Session was Called to Order at 5:00 PM.

EXECUTIVE SESSION ANNOUNCEMENT

In attendance were Mayor Jackola, Council President Steinhebel, Councilor Workman, Councilor Conti, and Councilor McClain. Staff attending were City Manager Ron Whitlatch, Finance Director Brandon Neish, Development Services Director Shana Olson, City Recorder Julie Fisher, and IT Director Brent Hurst. Also in attendance were Sara Brown with the Lebanon Local and relator Bill Flesher.

City Attorney Tre' Kennedy read the Executive Session Announcement. No decisions were made in Executive Session.

1. Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the Council to negotiate real property transactions.

ADJOURN EXECUTIVE SESSION

The Executive Session was adjourned at 5:47 PM.

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was Called to Order at 6:00 PM

ROLL CALL

PRESENT

- Mayor Kenneth Jackola
- Councilor - Ward 1 Dominic Conti
- Councilor - Ward 2 David McClain
- Councilor - Ward 2 Dave Workman
- Council President - Ward 3 Michelle Steinhebel

ABSENT

- Councilor - Ward 3 Jeremy Salvage

STAFF

Ron Whitlatch, City Manager
 Branon Neish, Finance Director
 Julie Fisher, City Recorder
 Shana Olson, Development Services Director
 Brent Hurst, IT Director
 Tre' Kennedy, City Attorney
 Kim Hyde, Police Captain

MEDIA

Sarah Brown, Lebanon Local

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 to approve the Consent Calendar by Councilor - Ward 1 Conti, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman,
 Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – January 14, 2026
2. **AGREEMENT:** Third Street Warranty Deed
3. **APPROVAL TO BID:** Vine Street Water Line Replacement Project 25713
4. **BOARD MINUTES:** 2025-10-14 Library Advisory Board
5. **COUNCIL MINUTES:** 2025-12-10 Regular and Executive Session Minutes
6. **LIQUOR LICENSE:** Oregon's Indoor High Caliber Kitchen, LLC

PRESENTATION / RECOGNITION

None

PUBLIC COMMENTS

Sarah Brown invited Council and the public to attend Connect for Lebanon, a volunteer nonprofit event. She explained that approximately 30 local nonprofit organizations that serve the community will be present to recruit volunteers. The event will be held Saturday from 11:00 a.m. to 2:00 p.m. at the Boulder Falls Event Center, and she encouraged anyone interested in volunteering, including young adults, to attend.

Ken Justus expressed continued concerns about homeless activity along Berlin Road, noting that since his prior comments his barn was broken into and his son's dirt bike was stolen. He acknowledged and praised the response of City police officers and a County Sheriff's deputy and asked for an update on actions taken since recent cleanups in other areas. City Manager Ron Whitlatch responded that the issue remains under active attention. He explained that staff and law enforcement have been attempting to contact the property owner to develop a long-term solution, as repeated trespassing enforcement alone would not resolve the situation. Individuals will be trespassed when located, but staff have not always been able to find them on site. He added that mowing or cleanup can occur within the City's right-of-way, but work on private property requires owner cooperation. The City will continue efforts to contact the property owner and monitor the area as resources allow.

Dayla Johnson, a Ward 2 resident, requested Council consideration of targeted parking restrictions along N. 2nd Street from Tangent Street to Mullins Drive to improve public safety, emergency access, and daily traffic flow. She described ongoing safety issues caused by the narrow roadway and parking on both sides, including reduced visibility, vehicles crossing into oncoming lanes, difficulties for school

buses and emergency responders, and pedestrians being forced into the roadway. Her specific requests included: (1) no parking on both sides from Tangent Street to the Police Department entrance to support emergency operations; (2) no parking on the west side from Olive Street to Mary Street to improve visibility; and (3) no parking on the east side from Mary Street to Mullins Drive to reduce congestion and improve safety near the medical campus.

Kay Cortez spoke in support of the request and read a letter from Maggie Estes, Director of Transportation for the Lebanon School District, stating that school buses regularly use this corridor and that on-street parking reduces the road to a single lane, creating safety concerns. Ms. Cortez also shared her personal observations as a nearby resident, noting frequent congestion, near misses, and incidents of parked vehicles being sideswiped, and emphasized the need to keep the route safe for residents, school buses, and first responders.

City Manager Ron Whitlatch indicated that staff had taken note of the concerns and confirmed that the appropriate next step would be to bring the matter back to Council through a noticed public hearing, including notification to affected neighborhoods, so Council can receive public input and consider the proposed parking changes.

PUBLIC HEARING(S)

7. Ordinance No. 1 for 2026 - Ordinance No. 3043 - A Bill for an Ordinance Vacating Public Right-of-Way on S. 3rd Street

Mayor Jackola recused himself from consideration of Ordinance No. 3043, vacating a portion of public right-of-way on S. 3rd Street, and Council President Steinhebel conducted the public hearing. The Public Hearing was opened at 6:18 PM.

City Manager Ron Whitlatch presented the staff report, explaining that the proposed vacation involves a portion of S. 3rd Street between Grant and Sherman Streets and is related to the sale of the Santiam Travel Station property. Research by staff, engineering, legal counsel, and historical City records determined that only a portion of the street was previously conveyed in fee simple, leaving an additional 23 feet of right-of-way that must be formally vacated to revert ownership to the adjacent property owner. Required public notice was provided in accordance with state law, and utility access easements will remain in place. The vacation was noted as a formality consistent with the existing sales agreement.

There was no public testimony in favor or opposition. The public hearing was closed at 6:21 p.m.

The City Attorney read the ordinance title. Motion made to approve Ordinance No. 1 for 2026 - Ordinance No. 3043 by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Council President - Ward 3 Steinhebel

Voting Abstaining: Mayor Jackola

REGULAR SESSION

8. Resolution No. 1 for 2026 - A Resolution Initiating a Request for Withdrawal of Territory Pursuant to ORS 222.460 and ORS 222.465

Council considered a request from property owners along Berlin Road to withdraw their properties from the City limits, also referred to as de-annexation. Development Services Director Olson presented the staff report, explaining that the request initially involved three properties, but one applicant withdrew, leaving two remaining properties at 32777 Berlin Road and 32756 Berlin Road.

Staff outlined the applicable statutes (ORS 222.460 and 222.465), noting that while City Council may initiate a withdrawal by resolution, the statutes provide no specific evaluation

criteria, and the decision is discretionary. If initiated, the request would proceed as a formal land use action requiring public hearings before the Planning Commission and City Council, as well as separate approval by Linn County. If Council declined to initiate the request, no further action would occur.

The applicants cited limited access to City utilities, public safety concerns related to trespassing and encampments, and a desire to reduce property tax obligations. Staff reviewed service availability and found that City water and sewer connections are available approximately 1.5 miles north, police patrol and code enforcement services are provided in the area, and the City would retain jurisdiction over Berlin Road even if the properties were withdrawn. Staff also reviewed the annexation history, noting the properties were annexed to allow land divisions not permitted under County zoning, and that the applicants purchased the properties after annexation and partition approvals had already occurred.

Staff concluded that the annexations and subsequent land divisions were properly approved, utility extensions were not required at the time, and withdrawal would not further the public interest. Staff recommended that Council decline to adopt a resolution initiating the withdrawal process.

During discussion, Council expressed concern about the precedent a withdrawal could set, the lack of demonstrated public benefit, and the fact that City services and roadway responsibilities would largely remain unchanged. The City Attorney added that while the statute references “public interest,” there is little case law interpreting private de-annexation requests, indicating such actions are rare.

The City Attorney read the title of Resolution No. 1 for 2026, initiating a request for withdrawal of territory pursuant to ORS 222.460 and ORS 222.465. No motion was made to initiate the withdrawal, and the request therefore did not advance

9. Ordinance No. 2 for 2026- Ordinance No. 3044 - A Bill for an Ordinance Granting a Non-Exclusive Franchise for Casco Communications, Inc. dba Peak Internet

Finance Director Brandon Neish presented Ordinance No. 3044, granting a non-exclusive franchise agreement between the City and Casco Communications, Inc., doing business as PEAK Internet. He explained that PEAK’s prior franchise agreement had expired, and that the City has updated its franchise templates to reflect current FCC regulations and best practices for internet service providers. The updated template was developed with assistance from specialized legal counsel and will be used for other providers as existing agreements expire.

The proposed franchise is a five-year agreement, reflecting the rapidly changing regulatory environment for internet services. The agreement allows PEAK to operate within the City’s public rights-of-way while enabling the City to recover costs associated with inspections, locating utilities, traffic control, and other impacts. It also ensures the City can require relocation of PEAK’s facilities in connection with capital or construction projects, at PEAK’s expense and within defined timeframes.

Council discussed PEAK’s presence in the community, noting PEAK is expanding service to business, institutional, and residential areas. Staff stated that revenue from internet franchises has historically been limited, but the agreement is important to protect the City’s interests and maintain control over use of public rights-of-way.

The City Attorney read the ordinance title. Motion made to approve Ordinance No. 2 for 2026 - Ordinance No. 3044 by Councilor - Ward 1 Conti, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Council President - Ward 3 Steinhebel

10. Ordinance No. 3 for 2026- Ordinance No. 3045 - A Bill for an Ordinance Amending Lebanon Municipal Code Chapter 3.04 - Public Contracts

Finance Director Brandon Neish presented Ordinance No. 3045, proposing significant amendments to Lebanon Municipal Code Chapter 3.04 (Public Contracts) to modernize and standardize the City's purchasing and procurement practices. He explained that current procedures are spread between the Municipal Code and outdated policies, resulting in inconsistent practices across departments.

The proposed amendments remove detailed procurement procedures—such as purchasing authority assignments and specific selection methods—from the Municipal Code and instead place them into a consolidated administrative purchasing policy. This approach would allow greater flexibility to respond to changes in state law and operational needs without requiring frequent code amendments. Council's authority as the Local Contract Review Board would be retained, particularly for special procurements and contracts requiring Council approval.

A draft purchasing policy was provided for review, maintaining existing procurement thresholds, confirming the City Manager's contract execution authority, and requiring use of the City's financial system for intermediate procurements to ensure proper documentation, competitive quotes, audit readiness, and transparency. Emergency procurement authority would remain with the City Manager.

Staff emphasized that the changes would enhance accountability, consistency, and compliance with Oregon Revised Statutes, while improving audit and recordkeeping processes. Department directors will be consulted during the 30-day period before the ordinance becomes effective, with the finalized policy to be adopted administratively by the City Manager.

The City Attorney read the ordinance title. Motion made to approve Ordinance No. 3 for 2026 - Ordinance No. 3045 by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Workman.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Council President - Ward 3 Steinhebel

11. Adoption of Strategic Plan Update and City Council Priorities

City Manager Ron Whitlatch presented the January 2026 Strategic Plan Update and City Council Priorities Addendum for Council consideration. He explained that the update reflects the outcomes of the November 12, 2025, City Council and staff work session, which was facilitated by Sarah Wilson. During that session, Council reviewed progress and identified organizational priorities for the coming years.

Key priorities discussed and incorporated into the update include upgrades to the wastewater treatment plant, seed funding to reopen the municipal jail, exploration of a service fee to support City services for higher education, and other Council-identified initiatives outlined in the document. The updated five-year strategic action plan will be posted on the City's website.

Motion made to approve the Strategic Plan Update and City Council Priorities Addendum by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel.

Voting Yea: Councilor - Ward 1 Conti, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Council President - Ward 3 Steinhebel

12. WWTP Master Plan Discussion

Public Works Director Jason Williams presented an overview of the Wastewater Treatment Plant Facilities Master Plan, developed with assistance from consultant Kennedy Jenks. He explained that the plan evaluates facility needs through the year 2045 and outlines phased capital improvement projects necessary to maintain regulatory compliance and reliable operations. The total estimated cost of the identified projects is approximately \$95.6 million.

Director Williams reviewed the history of the wastewater treatment plant, noting it was originally constructed in 1954 and last significantly updated in 1976, and that the City has continued to maintain compliance through ongoing repairs and upgrades. The master plan

identifies priority projects, with Phase One focusing on solids handling systems, and will guide future pre-design and funding efforts.

City Manager Whitlatch emphasized that the plan is being presented for public review and Council consideration as part of the required process to remain eligible for future funding. Adoption is expected at a later meeting. Consultant Mark Ellington of Kennedy Jenks advised Council to focus on the executive summary and recommended projects, which summarize the technical analysis, costs, and proposed improvements. Staff and consultants noted their availability to answer questions as Council continues its review.

The plan is anticipated to return to Council for adoption in March.

13. Department Report

City Manager Ron Whitlatch reported that the City's budget process is underway and progressing well. A budget calendar will be provided to Council, with a proposed approach that includes more focused and in-depth budget meetings than in prior years. He reminded Council of the January 28 Council meeting, which will include interviews for the vacant Council position followed by a work session on the proposed jail levy, with a consultant expected to participate.

He also reported that the City received a grant to conduct a wetlands delineation on industrial property near Linn-Benton Community College, extending toward Highway 34. The grant includes an 85/15 match, and all property owners are participating. The study supports potential industrial development and will remain useful even if the current development interest does not proceed.

City Attorney's Report:

The City Attorney provided updates on two recent legal developments of note. First, he discussed an Oregon Ethics Commission matter involving the City of Salem, where serial communications among elected officials regarding a city manager resignation were found to violate public meetings law. He cautioned Council that the Ethics Commission's interpretation appears to be expanding and may further restrict communications among members of governing bodies. Council was advised to exercise caution, particularly regarding discussions of matters that are before or likely to come before Council.

Second, he summarized a recent Court of Appeals decision involving a public records dispute between PETA and OHSU. While the trial court had awarded substantial attorney fees due to delayed records production, the Court of Appeals ruled that the applicable statute does not authorize attorney fee awards in such cases. The City Attorney noted the case as an important clarification of public records law and associated liabilities.

ITEMS FROM COUNCIL

Councilor Workman raised a concern regarding delays in processing mailed utility payments, noting a customer's check mailed on January 8 did not post until January 23, causing confusion about timing and potential late fees.

Finance Director Brandon Neish explained that the City outsourced check processing (via a lockbox in Portland) about three years ago due to the high volume of mailed payments, which previously overwhelmed staff. While this system ensures checks are processed by the bank within 24 hours of receipt, mail delays, USPS timing, and some online bank payments that are still mailed as physical checks can extend the time before a payment posts to the customer's account.

To mitigate issues, the City has implemented a 30-day grace period for late fees, monitors accounts for good payment history, and recommends customers use the Dropbox at City Hall for faster processing. Staff also track each payment and can adjust accounts to prevent late fees when delays are verified. Complaints have decreased since the early COVID period, but occasional delays—especially around holidays—still occur.

Overall, the City continues to balance efficiency, customer service, and operational constraints related to mailed and check-based payments

PUBLIC/PRESS COMMENTS

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

None

NEXT SCHEDULED COUNCIL MEETING(S) 2026-01-28 City Council Regular Meeting and Work Session at Noon. 2026-02-11 City Council Meeting

ADJOURNMENT

The meeting adjourned at 7:23 PM

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LEBANON CITY COUNCIL REGULAR MEETING MINUTES

January 28, 2026 at 12:00 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 | Vacant

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 12:00 PM.

ROLL CALL

PRESENT

Mayor Kenneth Jackola
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

ABSENT

Councilor - Ward 1 Dominic Conti
Councilor - Ward 2 David McClain

STAFF

City Manager Ron Whitlatch
Chief of Police Frank Stevenson
Finance Director Brandon Neish
HR Director Angela Solesbee
City Attorney Tre' Kennedy
City Recorder Julie Fisher

Sean Tate, Tate Public Affairs

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 – January 28, 2026
2. **EASEMENT:** Private Access Easement to 3rd Street

Motion made to approve the Consent Agenda by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel.

Voting Yea: Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

PUBLIC COMMENTS

None

REGULAR SESSION

3. Interviews and Appointment for City Council Ward 1 Position

The City Council conducted interviews to fill the vacant City Council position. Two candidates, Shyla Malloy and Marcellus Angellford, were interviewed. Each candidate was asked the same set of questions and given the opportunity to provide responses and closing remarks.

Council members discussed the qualifications of both candidates following the interviews. Council noted that both candidates demonstrated a strong commitment to the community, relevant experience, and thoughtful perspectives on issues facing the City. Councilmembers expressed appreciation for the candidates' preparation and willingness to serve and noted that the decision was a difficult one due to the strengths of both applicants.

After deliberation, a motion was made and seconded to appoint Marcellus Angellford to fill the vacant City Council position for the remainder of the unexpired term.

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

4. Direction to Proceed with Municipal Jail and Local Option Levy Process

The City Manager presented a staff overview regarding the potential reopening of the Municipal Jail, which Council identified as a priority during its recent goal-setting session. Staff reviewed the history of the Municipal Jail, noting that it opened in 2009 to provide local accountability for misdemeanor offenses but was closed in 2023 due to staffing challenges and non-compliance with updated Oregon jail standards. Since closure, offenders are generally cited and released, limiting accountability and deterrence.

Staff explained that reopening the jail would require full compliance with Oregon law and insurance requirements, including adequate staffing, training, medical and mental health services, and other mandated standards. Council discussed how reopening the jail could improve efficiency and deterrence by reducing repeated contacts with the same individuals and allowing patrol officers to focus on proactive policing rather than jail operations.

The City Manager outlined that if Council chose to pursue a Local Option Levy to fund jail operations, the effort must be council-led. Under Oregon law, staff may provide factual, neutral information but may not advocate for the levy. Councilmembers discussed the importance of Council commitment, political considerations, and the need to weigh the levy against other long-term City funding priorities.

Staff presented preliminary financial information, explaining that operating the jail would require approximately \$1.7 million over five years, supported by a proposed five-year Local Option Levy estimated at approximately \$1.00 per \$1,000 of assessed value. For an average home valued at approximately \$385,000, the estimated cost would be about \$385 per year. Staff also discussed property tax compression under Measures 5 and 50, existing bond obligations, and noted that the City's current general obligation bond is scheduled to expire in FY 2027, which would reduce tax burden for residents.

Council discussed election timing options for placing the levy on the ballot. Staff reviewed statutory deadlines and costs associated with a November 2026 election versus a May 2027 special election, noting that a May election would potentially require the City to bear the full cost of the election, estimated between \$50,000 and \$100,000, and would likely have lower

voter turnout. Several Councilmembers expressed a preference for a November 2026 election to maximize participation and minimize additional costs.

Staff also discussed the potential use of a campaign consultant to conduct polling, assess community support, and assist with neutral public outreach. Council discussed polling as a key decision point to determine whether to proceed with placing a levy on the ballot, recognizing that insufficient public support would warrant reconsideration.

Council members emphasized the importance of full Council participation and commitment if the levy were to move forward, noting that success would require active involvement by all Councilmembers. Given that several Councilmembers were absent, Council agreed it was important to defer any formal direction until the full Council could consider the matter.

Motion: To table consideration of directing staff to proceed with placing a Municipal Jail Local Option Levy on the ballot until February 11, 2026, regular City Council meeting.

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

Voting Yea: Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

Staff was directed to provide absent Councilmembers with materials from the presentation, including prior PowerPoint presentations and factual data, in advance of the February meeting.

ITEMS FROM COUNCIL

Mayor Jackola asked if a Councilmember is absent, that they contact the Mayor, City Manager and City Recorder. A memo will be added to the February 11, 2026 meeting with the request.

PUBLIC/PRESS COMMENTS

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

None

NEXT SCHEDULED COUNCIL MEETING(S) February 11, 2026 Regular Meeting at 6 PM.

ADJOURNMENT

The meeting was adjourned at 1:39 PM.



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4923
www.lebanonoregon.gov

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Mike Trippett, City Engineer
Subject: **Approval to Award Project – Place Holder Memo**
Vine Street Waterline (Fifth to Seventh)
Project No. 25713

Date: February 6, 2026

I. INTRODUCTION

On January 14, 2026, City Council authorized City Staff to advertise the Vine Street Water Line Project for bids. The bid opening for the project is February 10, 2026.

City Staff will present the results of the bid opening and recommendation for the award at the City Council Meeting on February 11, 2026.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4923
www.lebanonoregon.gov

MEMORANDUM

Engineering Services

Date: February 3, 2026

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: **Approval to Award GMP Amendment No. 2 – Final GMP**
Cheadle Lake Park Improvements Project
Project No. 23704

Background

In July 23, 2025, the Lebanon City Council awarded the CM/GC Contract for the Cheadle Lake Park Improvements Project to Knife River Corporation – Northwest. This initial contract was for Pre-Construction Phase Services, which included value engineering, final design recommendations, cost estimating, and development of Guaranteed Maximum Prices (GMPs) for construction of the project.

In October 2025, the City Council approved and awarded GMP Amendment No. 1 for the Cheadle Lake Park Improvements Project. GMP 1 included the work necessary to widen Weirich Drive, construct the multi-use path along the Weirich Drive frontage, install utility stub-outs to the park, and complete final paving of Weirich Drive. Award of GMP 1 allowed construction activities to begin while the remaining elements of the project continued to be refined.

Over the past several months, City staff, Knife River, and Udell Engineering have worked collaboratively to further scope and scale the remaining project elements to fit within the available funding. This process included evaluating multiple design iterations, construction approaches, and cost estimates to balance desired amenities with fiscal constraints. Unfortunately, due to construction costs, the project will not include the construction of an amphitheater at this time.

The proposed scope for GMP Amendment No. 2 focuses on completing the core park infrastructure and amenities while preserving the ability to add an amphitheater in the future. GMP 2, in the amount of \$3,478,138.38 includes ADA-accessible parking, a paved parking lot, multi-use paths to provide ADA access throughout the site, an ADA-compliant restroom facility, and site lighting. In addition, the project includes installation of underground and supporting infrastructure necessary for lighting, restroom facilities, irrigation, and future power needs to support a potential amphitheater when funding becomes available.

Recommendation

Staff recommends that City Council pass a motion to approve GMP Amendment No. 2 – Final GMP, in the amount of **\$3,478,138.38**, to the original Construction Manager/General Contractor (CM/GC) contract with Knife River Corporation – Northwest for the Cheadle Lake Park Improvements Project.

**EXHIBIT C
GMP AMENDMENT**

**CITY OF LEBANON, OREGON
CHEADLE LAKE PARK IMPROVEMENTS**

THIS AMENDMENT IS BETWEEN:

OWNER: City of Lebanon, Oregon And

**CONSTRUCTION MANAGER/
GENERAL CONTRACTOR ("Contractor"): Knife River Corporation -
Northwest**

PROJECT: City of Lebanon, Oregon, Cheadle Lake Park Improvements

DATE OF ORIGINAL CONTRACT: August 14, 2025

DATE OF THIS AMENDMENT: February 11, 2026

AMENDMENT NUMBER: 2 – 100% GMP

The Owner and Contractor hereby amend the Contract as set forth below. Capitalized terms used but not defined herein shall have the meanings given in the Contract Documents. Except as amended hereby, the Contract remains in full force and effect.

1. GMP. The parties agree that the GMP for the Project is **\$4,690,463.62** consisting of the Preconstruction Services Cost, the Estimated Cost of the Work including the fixed General Condition costs and the CM/GC Fee, as follows:

Preconstruction Fee:	<u>\$ Previously Paid</u>
Estimated Cost of Work (Est. COW):	<u>\$ Included in Final GMP</u>
GMP 1:	<u>\$ 1,212,325.24</u>
GMP 2:	<u>\$ 3,478,138.38</u>
GMP (total of above categories):	<u>\$ 4,690,463.62</u>

For purposes of determining the GMP, the Estimated Cost of the Work includes Contractor's Contingency, the Fixed Cost for GC Work, and the costs of all components and systems required for a complete, fully functional facility.

2. Basis of GMP No. 2. The GMP is based on the GMP Supporting Documents attached as Attachments A-F including the Allowances, assumptions, exclusions, unit prices, and alternates designated therein.

3. Plans and Specifications. The Plans and Specifications for the Project are as listed in the GMP Supporting Documents. Contractor shall perform Construction Phase Services in accordance with the Plans and Specifications and the other Contract Documents.

4. Substantial Completion Date. Notwithstanding any provision in the GMP Supporting Documents to the contrary, the required date for Substantial Completion is: 11/2/2026 (approximately one year from anticipated start date).

THIS AMENDMENT is executed in two original copies of which one is to be delivered to Contractor, and the remainder to Owner.

CM/GC:

CITY OF LEBANON, OREGON

Date

Date

Signature of Authorized Representative

Signature of Authorized Representative

Print Name

Ron Whitlatch

Print Name

Title

City Manager

Title

Mailing Address

Date

City, State, Zip

APPROVED AS TO FORM:

Telephone

Signature

Fax

John E. Kennedy

Print Name

Email

Title

Corporation Tax No. (if incorporated)

BID ITEM	DESCRIPTION	BID QUANTITY	UNIT	UNIT PRICE	TOTAL
1000	SCH A GENERAL DIRECT CONSTRUCTION COSTS				\$ 197,188.82
1010	CAT TAX	1.00	LS	\$ 12,309.00	\$ 12,309.00
1020	QUALITY CONTROL & TESTING	1.00	LS	\$ 37,192.49	\$ 37,192.49
1030	SAFETY & ADMINISTRATION	1.00	LS	\$ 31,363.12	\$ 31,363.12
1040	WASTE MANAGEMENT	1.00	LS	\$ 4,868.32	\$ 4,868.32
1050	PORTABLE RESTROOM	1.00	LS	\$ 5,192.87	\$ 5,192.87
1060	TEMPORARY FENCING	1.00	LS	\$ 11,747.10	\$ 11,747.10
1070	GRADE CHECK / VERIFICATION	1.00	LS	\$ 22,895.64	\$ 22,895.64
1080	STOCKPILE SOIL ON SITE	1.00	LS	\$ 9,239.74	\$ 9,239.74
1090	UNLOAD MATERIAL	1.00	LS	\$ 12,531.00	\$ 12,531.00
1100	POTHOLING	10.00	HR	\$ 491.98	\$ 4,919.80
1110	FINAL CLEANUP	1.00	LS	\$ 26,916.94	\$ 26,916.94
1120	STREET SWEEPING	104.00	EA	\$ 173.20	\$ 18,012.80
2000	SCH B PARKING LOT				\$1,402,255.21
2010	MOBILIZATION	1.00	LS	\$46,259.56	\$46,259.56
2020	SEDIMENT FENCE	1,500.00	LF	\$3.95	\$5,925.00
2030	STRAW WATTLE	250.00	LF	\$5.79	\$1,447.50
2040	CONCRETE WASHOUT	1.00	EA	\$2,163.69	\$2,163.69
2050	SAWCUTTING	48.00	LF	\$8.65	\$415.20
2060	REMOVAL OF STRUCTURES & OBSTRUCTIONS	1.00	LS	\$3,957.35	\$3,957.35
2070	CLEARING & GRUBBING	1.00	LS	\$5,477.97	\$5,477.97
2080	SUBGRADE GEOTEXTILE	17,908.00	SY	\$0.71	\$12,714.68
2090	GENERAL EXCAVATION	1,915.00	CY	\$33.52	\$64,190.80
2100	AGGREGATE BASE	9,427.00	TN	\$34.33	\$323,628.91
2110	LEVEL 2, 1/2" ASPHALT	3,101.00	TN	\$102.66	\$318,348.66
2120	4" SIDEWALKS	1,306.00	SF	\$12.04	\$15,724.24
2130	6" CONC VEHICLE PAVING	2,300.00	SF	\$8.68	\$19,964.00
2140	STRAIGHT CURB	3,477.00	LF	\$30.03	\$104,414.31
2150	SWALE EXC & GRADE	3,552.00	SF	\$4.54	\$16,126.08
2160	FINE GRADE LANDSCAPE AREAS	14,185.00	SF	\$3.36	\$47,661.60
2170	CONNECT TO EXISTING STORM	5.00	EA	\$1,547.70	\$7,738.50
2180	8-INCH ADS STORM	807.00	LF	\$101.51	\$81,918.57
2190	CATCH BASIN STEEL LYNCH	3.00	EA	\$3,270.62	\$9,811.86
2200	CATCH BASIN TYPE BEEHIVE	1.00	EA	\$3,284.45	\$3,284.45
2210	CURB INLET SPLASH PAD	10.00	EA	\$870.58	\$8,705.80
2220	CONNECT TO EXISTING SANITARY	1.00	EA	\$2,600.79	\$2,600.79
2225	4-INCH PVC SANITARY	36.00	LF	\$161.59	\$5,817.24
2230	6-INCH PVC SANITARY	298.00	LF	\$232.67	\$69,335.66
2235	SANITARY C/O	4.00	EA	\$1,339.67	\$5,358.68
2240	1" PRIVATE WATER, PEX	337.00	LF	\$31.49	\$10,612.13
2250	PAVEMENT MARKING	1.00	LS	\$16,227.72	\$16,227.72
2260	PARKING LOT LIGHTING	1.00	LS	\$145,798.62	\$145,798.62
2265	INSTALL POLE BASE	22.00	EA	\$1,867.31	\$41,080.82
2270	INSTALL BIKE RACK	5.00	EA	\$652.39	\$3,261.95
2280	RESTROOM ELECTRICAL	1.00	LS	\$2,282.87	\$2,282.87
3000	SCH C ON-SITE IMPROVEMENTS				\$1,471,791.42
3010	MOBILIZATION	1.00	LS	\$ 67,411.90	\$ 67,411.90
3020	SEDIMENT FENCE	1,920.00	LF	\$ 2.78	\$ 5,337.60
3030	STRAW WATTLES	250.00	LF	\$ 5.79	\$ 1,447.50
3040	CONCRETE WASHOUT	1.00	EA	\$ 1,622.76	\$ 1,622.76
3050	REMOVAL OF STRUCTURES & OBS	1.00	LS	\$ 6,547.56	\$ 6,547.56
3060	CLEARING & GRUBBING	1.00	LS	\$ 100,536.95	\$ 100,536.95
3070	GENERAL EXCAVATION	8,037.00	CY	\$ 26.65	\$ 214,186.05
3080	AGGREGATE BASE	7,987.00	TN	\$ 37.86	\$ 302,387.82
3090	4" SIDEWALKS	13,336.00	SF	\$ 7.18	\$ 95,752.48
3100	3" AC PATH	21,492.00	SF	\$ 3.52	\$ 75,651.84
3110	PAVE ACCESS ROAD 4" (L2 1/2")	817.00	TN	\$ 109.49	\$ 89,453.33
3120	6" CONC VEHICLE PAVING	1,443.00	SF	\$ 7.85	\$ 11,327.55
3130	LANDSCAPE GRADING	1.00	LS	\$ 51,408.45	\$ 51,408.45
3140	24" ADS STORM	40.00	LF	\$ 258.02	\$ 10,320.80
3150	INSTALL LIGHT POLE BASE	21.00	EA	\$ 1,904.46	\$ 39,993.66
3160	ELECTRICAL - ON SITE COMPLETE	1.00	LS	\$ 309,294.55	\$ 309,294.55
3170	FRANCHISE UTILITIES	1.00	LS	\$ 57,829.68	\$ 57,829.68
3180	P-CORP 575 VAULT	2.00	EA	\$ 9,885.34	\$ 19,770.68
3190	PAVEMENT MARKING	1.00	LS	\$ 11,510.26	\$ 11,510.26
SUBTOTAL DIRECT COST OF WORK					\$3,071,235.45



CM/GC CHEADLE LAKE PARK IMPROVEMENTS
 PHASE 2 PARKING LOT AND ON-SITE

JAN Item # 5.

4000	ALLOWANCES				\$ 25,509.93	
4010	12-INCH SUBGRADE STAB	100.00	SF	\$ 3.12	\$ 312.00	
4020	TRENCH FOUNDATION STAB	10.00	CY	\$ 183.79	\$ 1,837.90	
4030	DEWATERING	30.00	HR	\$ 684.57	\$ 20,537.10	
4040	TEMP HYDROSEED (AS NEEDED)	1.00	AC	\$ 2,822.93	\$ 2,822.93	
7000	OWNER CONTINGENCY (7% OF DIRECT COST)				\$ 197,906.00	
8000	GENERAL CONDITIONS, BONDS, AND INSURANCE				\$ 183,487.00	
GRAND TOTAL					\$3,478,138.38	

NOTE: DIRECT COST OF WORK (WITHOUT MARKUP) = \$2,827,224.74

GENERAL CONDITIONS = 6.49% OF DIRECT COST OF WORK



February 2nd, 2026

Ron Whitlatch

City of Lebanon

RE: Proposal for GMP #2 (PH II) of the Cheadle Lake Park Improvements Project

The bid schedule (SCH C) for GMP #2 contains the following items

- Item# 3070 General Excavation
- Item# 3080 Aggregate Base
- Item# 3110 Pave Access Road 4" (L2 ½")

Item# 3070 includes cost for removal of a large dirt berm present in the future amphitheater area. The total cost of this removal (w/ allowable markup) is **\$108,785.30**

Item# 3080 includes cost to construct an aggregate surface @ 18" depth and 24,122 SF for a future stage area. The total cost of this gravel pad (w/ allowable markup) is **\$93,854.94**

Item# 3110 includes an allowance for paving the access road to the future stage area @ 4" depth. The total cost of this paving (w/ allowable markup) is **\$89,453.33**

Please do not hesitate to contact us with any questions

Thank you,

Chris Philipson

Christopher Philipson 2/2/2026





MEMORANDUM

Public Works

TO: Mayor Jackola and City Council
FROM: Jason Williams, Public Works Director
ITEM TITLE: Weyerhaeuser Grant and Budget Transfer

INTRODUCTION:

Build Lebanon Trails (BLT) applied for a \$25,000 grant through a Weyerhaeuser-sponsored program administered in partnership with American Forests. The application was approved, and the City of Lebanon will serve as the grant grantee. Grant funds will support purchase of trees, a volunteer tree planting event at Mark Slough, and the purchase of equipment to assist with long-term tree care.

CURRENT REPORT:

The grant will fund a volunteer tree planting event scheduled for March 12, 2026, at Mark Slough, in conjunction with a special Arbor Day event. The project includes participation by Weyerhaeuser employee volunteers and partnerships with BLT and American Forests. In addition to the Arbor Day event, grant funds may be used to support other tree planting efforts throughout Lebanon that align with urban forestry and canopy goals.

A portion of the grant funding will be used to purchase a water trailer. The trailer will support watering of newly planted trees associated with the grant, providing long-term operational benefits beyond the Arbor Day event.

As the grant recipient, the City will administer the grant, approve planting locations and tree selection, retain ownership of the water trailer, and coordinate site access and logistics. No City funds are required.

RECOMMENDATION:

Staff recommends the City Council approve the transfer of appropriations and authorize acceptance of the \$25,000 Weyerhaeuser grant.

**A RESOLUTION AUTHORIZING A TRANSFER OF) RESOLUTION NO. 2026-02
APPROPRIATIONS FOR THE CITY OF LEBANON)
2025-2026 BUDGET)**

WHEREAS, ORS 294.471(1)(a) allows for the governing body to adopt a resolution making a supplemental budget when an occurrence or condition that is not ascertained when preparing the original budget for the current year requires a change in financial planning; and,

WHEREAS, the parks division in Public Works has applied for and received a grant from American Forests for the planting of trees at River Park in conjunction with Build Lebanon Trails; and,

WHEREAS, the available budget is not enough to cover the new expenditures anticipated.

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

Section 1. Authorizes the following supplemental budget for the 2025-2026 budget:

Account	Description	Adopted Budget	Adjustment	Amended Budget
General Fund				
<i>Parks</i>				
100-000-44650	Misc. Grants	-	25,000	25,000
100-420-61240	Dept. Operating/Exp	83,430	25,000	108,430

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

Passed by the Lebanon City Council and executed by the Mayor on this 11th day of February, 2026 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor
Michelle Steinhebel, Council President

ATTEST:

Julie Fisher, MMC, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

MEMORANDUM

City Manager's Office

Date: February 11, 2026

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: Direction to Proceed with Municipal Jail and Local Option Levy Process

Background

The City Council's goal regarding the re-opening of the Lebanon Municipal Jail has reached a point where staff needs direction by the City Council to proceed. Staff has presented information regarding the operational needs, and fiscal considerations associated with the Municipal Jail, and the use of a Local Option Levy to support its operation during the regular meeting on January 28, 2026. A motion was made to table the item until February 11, 2026 so all of the Councilors would have an opportunity to vote on the matter.

Under Oregon law, City staff's role in any levy or ballot measure process is limited to providing factual, neutral information. Any effort to advance a Local Option Levy beyond staff analysis and education must be directed and led by the City Council.

Issue

- **Policy Direction:** Moving forward with a Local Option Levy requires clear Council direction to initiate the process and determine next steps.
- **Legal Constraints:** Staff are limited by statute in advocacy or campaign-related activities and cannot lead or promote a levy effort.
- **Public Engagement and Messaging:** Successfully advancing a Local Option Levy will require expertise in public outreach, messaging, and campaign strategy that extends beyond internal staff capacity.
- **Consultant Expertise:** Retaining a consultant with demonstrated experience in local government levy and ballot measure campaigns would assist the Council in understanding options, timelines, risks, best practices, and polling, while ensuring compliance with legal requirements.

Recommendation

Should the City Council elect to move forward with a Local Option Levy, Staff recommends a motion to include the following:

1. Engage a qualified consultant with expertise in local option levy and ballot measure campaigns to assist the Council; and
2. Begin the Local Option Levy process, with the City Council leading policy direction, community engagement strategy, and decision-making, consistent with legal limitations on staff involvement.

This direction will allow the Council to evaluate the feasibility of a Local Option Levy, establish a clear process, and determine whether to proceed toward placing a measure before voters.

MUNICIPAL JAIL DISCUSSION



HISTORY

- **Constructed in 2009** as a local holding facility for misdemeanor offenses (e.g., theft, assault, trespass, disorderly conduct, traffic offenses)
- **Purpose:** Allow local detention rather than relying on distant county jails
- **Staffing challenges from inception:** Facility was never fully staffed with dedicated corrections officers due to funding limitations
- **Operational strain:** Patrol officers managed the jail, reducing patrol capacity and increasing workload
- **Permanent closure in 2023:** Ongoing staffing shortages and inability to meet Oregon statutory and insurance requirements
- **Statewide trend:** Closure aligns with other small Oregon cities facing increased operational and legal demands
- **Current impacts:** Officers primarily issue citations rather than detain individuals locally

KEY LIABILITIES (ORS OVERVIEW)

Operating a municipal jail requires **continuous compliance, staffing, training, documentation, insurance coverage, and oversight** to manage legal and financial risk.

Legal & Civil Liability

Constitutional duties for due process, safety, and medical care; exposure to civil rights and tort claims
ORS 169.076; ORS 30.260–30.300

Staffing, Training & Supervision

Requirement for adequate staffing levels, training, and oversight; liability for failure to train or supervise
ORS 169.076

Gender Separation & Detainee Safety (PREA)

Mandatory separation of genders in housing and facilities; screening and supervision to prevent sexual abuse *ORS 169.076; federal PREA standards*

Medical, Mental Health & Medication Care

Intake screening, suicide prevention, detoxification, and continuity of prescribed medications
ORS 169.140; ORS 169.150

Religious Accommodations & Humane Treatment

Reasonable accommodation of religious practices, diets, and access to clergy *ORS 169.150; First Amendment / RLUIPA*

Facility Standards, Records & Insurance Risk

Life safety, sanitation, ADA compliance, incident documentation, inspections, and higher insurance exposure *ORS 169.076; ORS 192.311–192.478*

COUNCIL LED CHARGE

- Staff communications must remain strictly factual & neutral
- Meaningful advocacy/community persuasion must be Council-led
 - Uniquely positioned to explain rationale, engage with residents
- Campaign activity must occur OUTSIDE City operations
- Other entities likely to request additional funds from voters for General Obligation Bond/Local Option Levy

Staff Limited by Law: Cannot advocate for a levy (ORS 260.432)

Council Must Lead Advocacy: Only Councilor and Community Members can actively promote the measure

Advocacy Requires Private Funding: Marketing and outreach must be paid through personal funds or a PAC, not City resources

Clear Separation Ensures Compliance



24/7 Operations:
Supplies and maintenance costs

Cost: 317,200



Staffing (FTEs):
6 Correction Officers:
\$1,033,900

Supervisor:
\$276,744



Medical Staff:
Required for insurance coverage

Cost: \$75k



Liability and Insurance:
Medical negligence
Use-of-force lawsuits
ADA/Accessibility claims
civil rights litigation
Ins. Prem = \$30,132



Cost to Taxpayers:
Est. tax rate = \$1.00/\$1,000

Cost for avg. homeowner = \$385/yr



Per Bed Per Day Operating Costs:

\$396

WHAT WILL IT COST TO OPERATE THE MUNICIPAL JAIL?

TIME FRAME TO BECOME FULLY OPERATIONAL

81 Days Prior to Election Day

- Deadline to Submit to County Elections Official

Election Day

- Measure on Ballot

Per ORS 254.046, if a city holds an election on a date other than the Primary Election (May of even year) or General Election (November of even year), it shall bear the expense of the election.

Results Certified

- If Operation Levy passes, begin hiring process

6-9 Months After Election Day

- Estimated Opening



CONSULTANT

Viability & Readiness Assessment

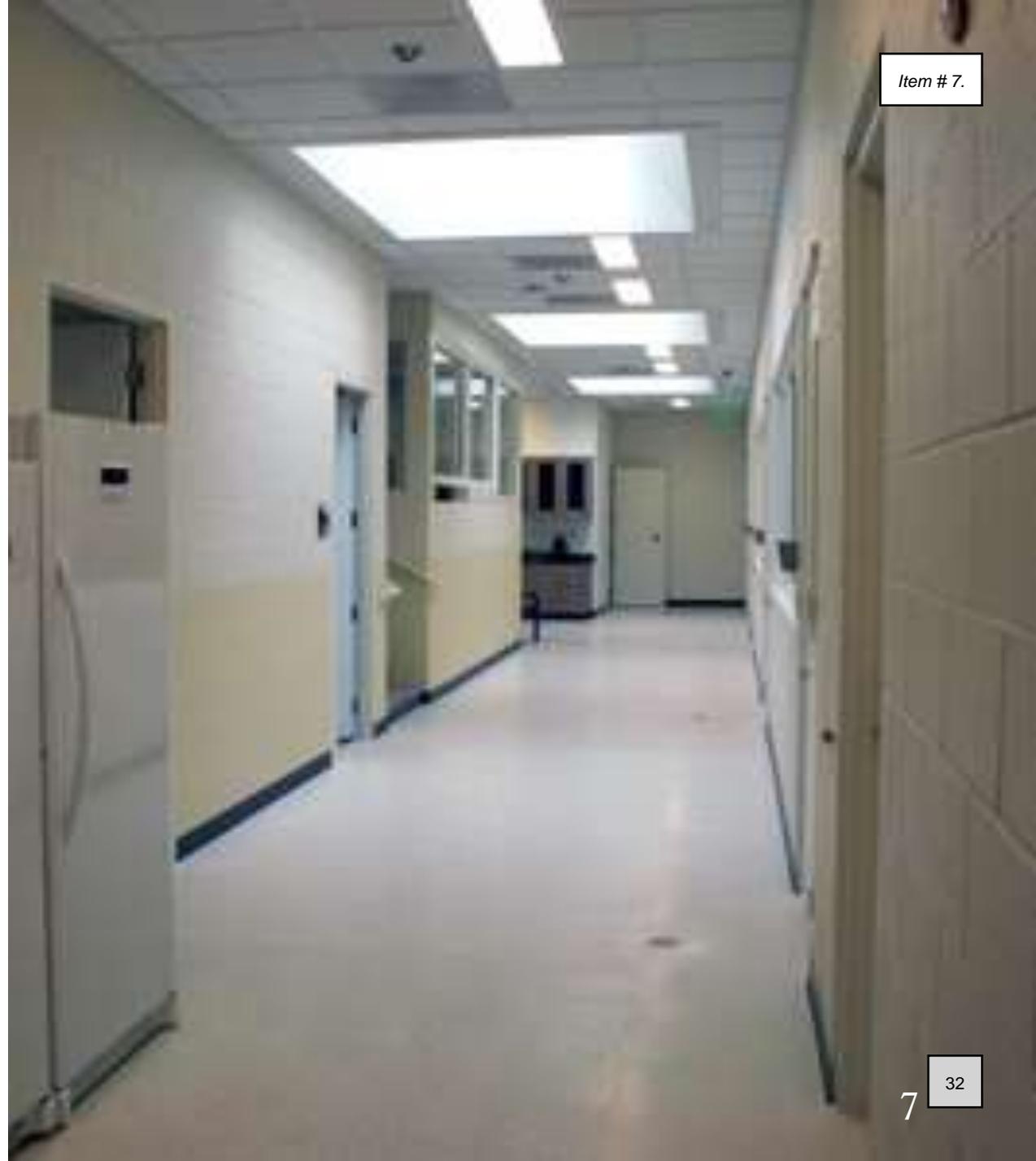
- Poll public opinion
- Review jail history and internal City data and prepare narrative
- Grassroots & Stakeholder Landscape Assessment
- Provide Go/No-Go Recommendation to Council

Message Development & Framing

- Translate data into clear, role-appropriate communication
- Support staff and elected officials as they create/share information

Public Outreach & Media Strategy

- Produce outreach and communications plan
 - Elected official & staff support
 - Provide conversation monitoring & strategic adjustments (advise on messaging pivots w/o overreaching)
-



COUNCIL DIRECTION

- November 2026 or May 2027
- Approve the use of funds for hiring consultant
- Move forward with levy preparation

LEBANON MUNICIPAL JAIL OVERVIEW

JAIL CLASSIFICATIONS

Municipal Jail: Misdemeanor crimes, short-term custody – up to 1 year



County Jail: Mandatory custody
Misdemeanor and felony, up to 1 year or pre-prison



State Prison: Felony crimes, long-term sentences

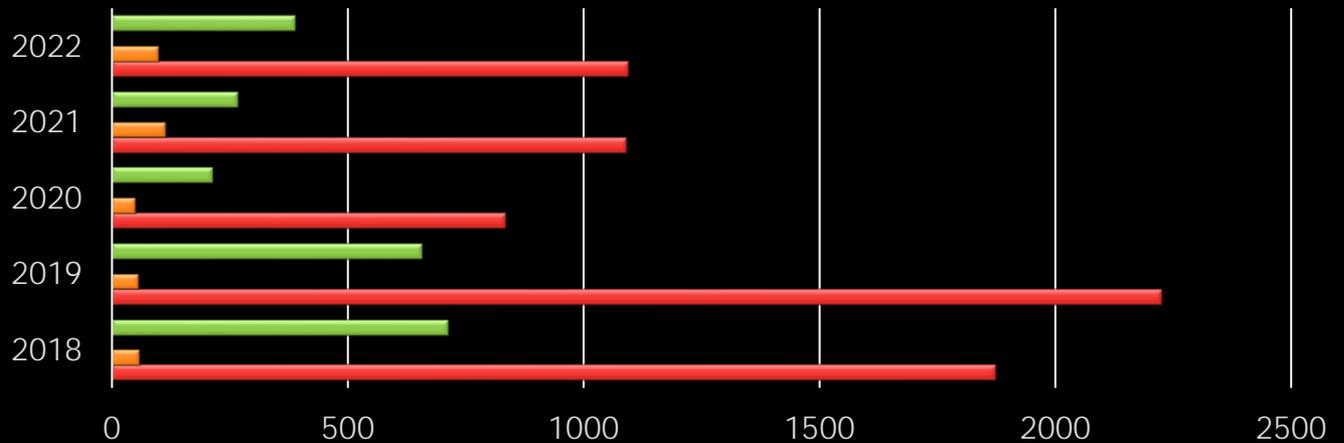
HISTORICAL LEBANON JAIL OPERATIONS

- 2009 - Built with anticipation of being fully staffed with Correction Officers
- 2009-2023 Responsibility fell upon Patrol
 - Limited Patrol Functions
 - Decreased Officer Safety
 - Higher liability with Adults In Custody (AIC)
- 3/3/2020 – 8/31/2020 Court Closed /Covid
- 3/16/2020 -6/2/2020 Jail temporarily closed during Covid
- 6/3/2020 -12/31/2022 Jail re-opened
- 2023 Decision to close Jail operations due to staffing, liability, ORS, and CIS Mandatory Operating Requirements

PAST 5 YEARS - STATISTICAL DATA FROM LPD AND COURTS

- Calls for Service increased 11%
- Cases Charged increased 30%
- Warrants Issued increased 52%

JAIL SENTENCES



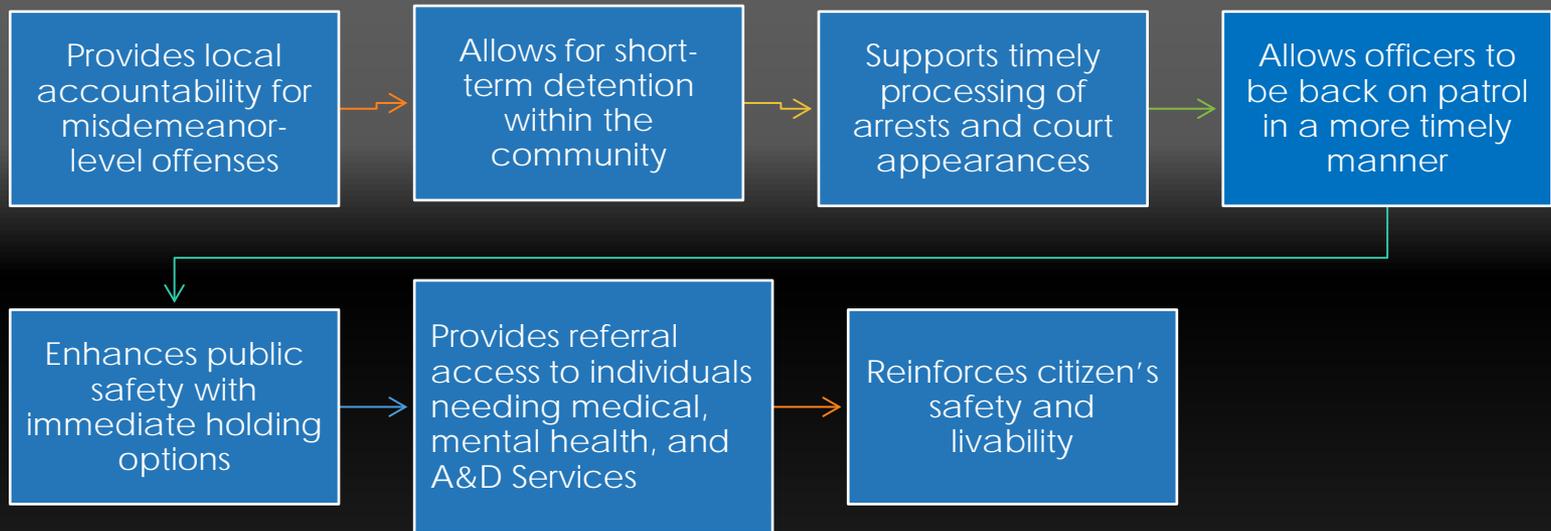
	2018	2019	2020	2021	2022
■ AIC Per Year	714	658	213	267	390
■ Minimum Days Served	1	1	1	1	1
■ Maximum Days Served	58	57	50	114	100
■ Total Days Served	1874	2227	834	1091	1095

■ AIC Per Year ■ Minimum Days Served ■ Maximum Days Served ■ Total Days Served

EXAMPLES OF MISDEMEANOR CRIME

- Assault (Non-DV)
- Harassment
- Disorderly Conduct
- Trespass
- Criminal Mischief
- Theft
- Driving Offenses (DUI, Habitual Offenders, Reckless Driving)

IMPACTS OF FULLY STAFFED LEBANON MUNICIPAL JAIL



MUNICIPAL JAILS IN OREGON

- In 2023 (7) Municipal Jails in operation
- As of today (3) remain in operation
 - Springfield
 - Reedsport
 - Florence
- (4) Closed for failing to meet operating demands and legal obligations

LEBANON CIS ASSESSMENT

- Top risk categories:
 - Staffing
 - Medical
 - Suicide Prevention
- **ORS standards:** hourly checks, licensed medical policy review

OPERATING DEMANDS AND LEGAL OBLIGATIONS

Must meet ORS
169.076 staffing
& care standards
(see handout)

Must meet CIS
Standards to be
insured
(see handout)

CIS LIABILITY STATS/CLAIMS FOR JAILS FAILING TO MEET OPERATING DEMANDS AND LEGAL OBLIGATIONS

- Jail medical claims: 320 claims = \$21.4M (20 yr.)
- Jail suicide claims: 31 claims = \$5.17M (20 yr.)
- Top causes: Staffing, Medical, Suicide Prevention

BREAKDOWN FOR FUNDING

Personnel Cost 6 new
correctional officer
positions
\$ 825,000

Licensed Healthcare
Provider – Nurses
working under Dr.
License
\$75,000

Insurance – CIS
\$30,000

Operational Costs
(vehicle, clothing,
meals, maint)
\$317,200

Total
\$1,247,200

JAIL FUNDING OPTIONS

- Operational Levy
- Service Fee Increases
- Reduction to existing City Service

EVALUATION FRAMEWORK

Project	Strategic Alignment	Regulatory Driver	Capital Cost	Risk Without Action	Capacity
Re-opening the Jail	4.5 Evaluate the feasibility of re-opening the municipal jail	NO Policy Choice CIS Insurance is determining minimum operation standards	No capital cost Approximate \$1.25 million annual operating cost, escalating for increasing salaries/benefit costs	None, maintain the status quo	Police Chief Police Captain Police LTs City Manager City Attorney Judge Finance Director Grant Writer



QUESTIONS



citycounty insurance services
cisoregon.org

TO: Lieutenant Ryan Padua, Lebanon Police Department
FROM: Sheila Lorange, CIS Risk Management Consultant
DATE: June 30, 2025
RE: Updated information on reopening the Jail

On April 12, 2023, I wrote a memo regarding the top three areas of risk for the Lebanon Police Department City Jail and included recommendations on ways to help mitigate the risk. Since that time, the Lebanon Jail has remained closed however, reopening the jail is being considered at this time.

The top three risks and recommendations made in the 2023 memo included:

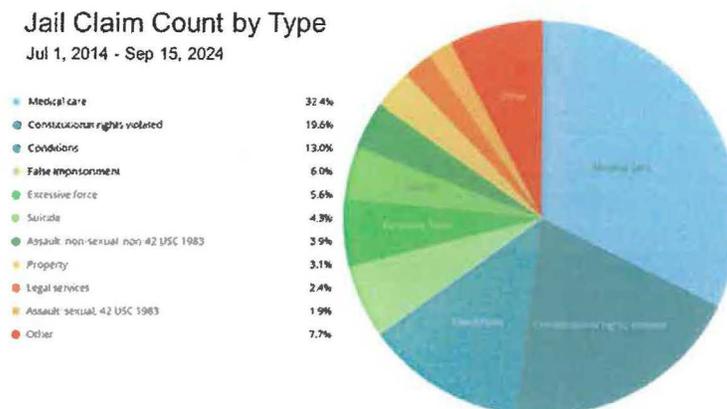
- Dedicated jail staff (24/7),
- Readily available qualified medical staff, and
- Suicide prevention strategies.

If the decision is made to reopen the jail, the recommendations I made in 2023, remain the same. However, I have included additional information regarding the recommendations made as well as updated technology that may help support those recommendations.

Without readily available medical staff, the adults in custody (AIC) may not receive timely treatment for chronic conditions, injuries or emergencies, potentially leading to severe health deterioration or death. Jails throughout Oregon are tasked with caring for individuals in our communities who are experiencing substantially greater physical needs than the average population. It is common to see a significant increase in complications from physical illness, including chronic medical conditions, alcohol/drug withdrawal, infectious diseases and substance abuse disorders with this population.

CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

CIS data indicates medical negligence claims are currently the highest risk for jail/correctional facilities. Over the past decade, CIS has seen a total of 134 claims regarding medical care (representing 32.4% of all jail claims) and 18 suicide claims (4.3%). This highlights the growing concern about medical care standards in correctional facilities across the state. See graph below for additional detail.



The high cost of jail medical claims can place a substantial financial burden on a correctional facility, highlighting the need for effective medical screening, readily available medical staff and risk management strategies to reduce unnecessary expenses. As mentioned, jail medical claims have proven to be a leading cause of lawsuits and financial losses, often resulting in hundreds of thousands of dollars or multi-million-dollar payouts.

In the 2023 memo, I mentioned health monitors that could be used to help monitor the AIC. Since that time, the technology continues to improve, and additional options are available. I have included a link below to one of the options I have seen a demonstration of. While CIS cannot recommend specific companies, you are encouraged to conduct your own research and vetting of potential vendors. The technology available could be a useful tool to enhance health and suicide monitoring. However, health monitors should not be considered without the full support of correctional officers and medical staff. Effective monitoring requires coordinated observation, and a timely response to health changes. Without trained staff to interpret data, conduct assessments and intervene when needed, health monitors alone cannot adequately address medical risks or prevent emergencies. If you are interested in additional information on either of these, let me know.

<https://www.4sightlabs.com/unified-biometric-solutions>

Another thing to consider is this year the CIS Board of Trustees asked that the CIS Law Enforcement Risk Managers continue to focus on the highest risk areas in both Jails and Law Enforcement operations and that the best practices/risk assessment be scored (the reports have not been scored in the past). I will forward a copy of the scored questions for the jail risk assessment, so you have a clear understanding of what is expected. Depending on the score for each section (jail operations, jail medical, policies and procedures, safety and security and accreditation) you can receive up to a 5% reduction in premiums or up to a 5% surcharge. Although I haven't done a full risk assessment/best practices assessment of the Lebanon Jail, based on what I observed during the jail tour and conversations with Lieutenant Padua, I believe you would meet the standards in some sections (policies and procedures, safety and security). However, you may struggle to meet the standards in other sections (jail operations, jail medical and accreditation). As mentioned, this would result in a surcharge and create additional costs.

As mentioned throughout this report, operating a jail is inherently high risk due to the responsibility for the health, safety and constitutional rights of all individuals in custody, as well as the need to manage security threats, medical emergencies and legal liabilities on a daily basis. If the decision is made to re-open the jail, I would strongly recommend these risks and the above recommendations be carefully evaluated and given serious consideration.

ORS 169.076 Standards for local correctional facilities

CHAPTER 73

AN ACT

HM 4010

Relating to health care; creating new provisions; amending ORS 2.420, 30.202, 30.203, 30.204, 31.200, 31.740, 34.270, 37.555, 37.590, 37.595, 37.576, 37.581, 38.240, 39.230, 39.274, 39.280, 39.285, 39.400, 39.401, 39.402, 39.403, 39.404, 39.405, 39.406, 39.407, 39.408, 39.409, 39.410, 39.411, 39.412, 39.413, 39.414, 39.415, 39.416, 39.417, 39.418, 39.419, 39.420, 39.421, 39.422, 39.423, 39.424, 39.425, 39.426, 39.427, 39.428, 39.429, 39.430, 39.431, 39.432, 39.433, 39.434, 39.435, 39.436, 39.437, 39.438, 39.439, 39.440, 39.441, 39.442, 39.443, 39.444, 39.445, 39.446, 39.447, 39.448, 39.449, 39.450, 39.451, 39.452, 39.453, 39.454, 39.455, 39.456, 39.457, 39.458, 39.459, 39.460, 39.461, 39.462, 39.463, 39.464, 39.465, 39.466, 39.467, 39.468, 39.469, 39.470, 39.471, 39.472, 39.473, 39.474, 39.475, 39.476, 39.477, 39.478, 39.479, 39.480, 39.481, 39.482, 39.483, 39.484, 39.485, 39.486, 39.487, 39.488, 39.489, 39.490, 39.491, 39.492, 39.493, 39.494, 39.495, 39.496, 39.497, 39.498, 39.499, 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40.000.

Be It Enacted by the People of the State of Oregon:

DRUGS

SECTION 1. Section 2 of this 2024 Act is added to and made a part of ORS chapter 88A.

SECTION 2. The addition of flavoring to a drug intended for dispensation may not be considered compounding if the flavoring:

- (1) Is inert, nonallergenic and has no effect other than imparting a flavor to the drug or modifying the flavor of the drug; and
- (2) Does not constitute more than five percent of the total volume of the drug.

NOTE: Section 2 was deleted by amendment. Subsequent sections were not renumbered.

HOSPITAL STAFFING

SECTION 4. ORS 441.775 is amended to read 441.775. (1)(a) For each hospital there shall be

established a hospital professional and technical staffing committee. A hospital professional and technical staffing committee shall consist of an equal number of hospital professional and technical managers and professional and technical staff who work at the hospital.

(b) If the professional and technical staff who work at the hospital have an exclusive representative, the exclusive representative shall select the staff members of the hospital professional and technical staffing committee.

(c) If none of the professional and technical staff who work at the hospital have an exclusive representative, the professional and technical managers shall select the professional and technical staff members of the hospital professional and technical staffing committee.

(d) A hospital professional and technical staffing committee shall develop a written hospital-wide professional and technical staffing plan in accordance with subsection (e) of this section. In developing the staffing plan, the primary goal of the committee shall be to ensure that the hospital is staffed sufficiently to meet the health care needs of the patients in the hospital. The committee shall review and modify the staffing plan, as needed, in accordance with this section.

(e) A majority of the members of the hospital professional and technical staffing committee constitutes a quorum for the transaction of business.

(4) A hospital professional and technical staffing committee must have two cochairs. One cochair shall be a professional or technical manager elected by the members of the committee who are professional or technical managers. The other cochair shall be a professional or technical staff person elected by the members of the committee who are professional and technical staff.

(5)(a) A hospital professional and technical staffing committee shall develop a professional and technical staffing plan that is consistent with the approved nurse staffing plan for the hospital and that takes into account the hospital service staffing plan for the hospital developed under ORS 441.776.

(b) The hospital professional and technical staffing committee shall consider the following criteria when developing the professional and technical staffing plan:

- (A) The hospital's census;
- (B) Location of the patients;
- (C) Patient types and patient acuity;
- (D) National standards, if any;
- (E) The size of the hospital and square footage of the hospital;
- (F) Ensuring patient access to care; and
- (G) Feedback received during committee meetings from staff.

(6)(a) A hospital professional and technical staffing committee must adopt a professional and technical staffing plan by a majority vote of the members of the committee, if a quorum of members present at a meeting comprised an unequal number of professional and technical staff and professional and

Amended by HB 4010

Effective since June 6, 2024

Relating to health care; creating new provisions; amending **ORS 3.450, 30.302, 30.800, 30.802, 31.260, 31.740, 58.376, 87.555, 87.560, 87.565, 87.575, 87.581, 109.640, 109.650, 109.675, 109.680, 109.685, 124.050, 127.663, 127.700, 135.139, 136.220, 137.076, 137.473, 137.476, 146.181, 146.750, 147.403, 169.076, 169.077, 169.750, 192.547, 192.556, 192.566, 315.616, 336.479, 336.490, 339.870, 343.146, 348.303, 353.450, 408.310, 408.315, 408.340, 410.530, 413.273, 413.574, 413.590, 414.550, 418.747, 418.782, 419B.005, 419B.020, 419B.023, 419B.035, 419B.352, 421.467, 421.590, 430.401, 430.735, 431.180, 431A.570, 432.005, 433.010, 433.017, 433.110, 433.260, 433.443, 433.800, 433.815, 435.205, 435.305, 436.225, 436.235, 436.295, 438.010, 441.064, 441.098, 441.775, 441.776, 442.490, 443.065, 443.075, 443.850, 453.307, 463.015, 475.005, 475.528, 475.744, 475.950, 475.975, 475.976, 475.978, 475C.777, 475C.891, 496.018, 616.750, 628.270, 656.005, 656.245, 656.260, 656.799, 659A.150, 659A.413, 675.755, 676.340, 676.345, 676.347, 676.454, 676.650, 676.860, 677.085, 677.095, 677.097, 677.135, 677.137, 677.139, 677.141, 677.235, 677.494, 677.495, 677.500, 677.505, 677.510, 677.511, 677.512, 677.515, 677.518, 677.520, 677.525, 677.535, 680.205, 680.545, 688.132, 688.405, 688.510, 688.515, 688.525, 688.805, 694.042, 735.631, 742.400, 742.504, 743A.036, 743A.044, 743B.221, 743B.222, 743B.427, 744.364, 744.367, 746.230, 746.600, 750.055, 759.693, 759.698, 807.090, 811.220, 811.604** and **811.611** and section 9, chapter 550, Oregon Laws 2011, section 2, chapter 575, Oregon Laws 2015, section 20, chapter 349, Oregon Laws 2021, and section 9, chapter 629, Oregon Laws 2021; and prescribing an effective date.

Each local correctional facility shall:

- (1) Provide sufficient staff to perform all audio and visual functions involving security, control, custody and supervision of all confined detainees and prisoners, with personal inspection at least once each hour. The supervision may include the use of electronic monitoring equipment when approved by the Department of Corrections and the governing body of the jurisdiction in which the facility is located.
- (2) Have a comprehensive written policy with respect to:
 - (a) Legal confinement authority.
 - (b) Denial of admission.
 - (c) Telephone calls.
 - (d) Admission and release medical procedures.
 - (e) Medication and prescriptions.

- (f) Personal property accountability that complies with ORS 133.455 (Receipts for property taken from person in custody).
- (g) Vermin and communicable disease control.
- (h) Release process to include authority, identification and return of personal property.
- (i) Rules of the facility governing correspondence and visitations.
- (3) Formulate and publish plans to meet emergencies involving escape, riots, assaults, fires, rebellions and other types of emergencies, and regulations for the operation of the facility.
- (4) Not administer any physical punishment to any prisoner at any time.
- (5) Provide for emergency medical and dental health, having written policies providing for:
 - (a) Review of the facility's medical and dental plans by a licensed physician, physician assistant, naturopathic physician or nurse practitioner.
 - (b) The security of medication and medical supplies.
 - (c) A medical and dental record system to include request for medical and dental attention, treatment prescribed, prescriptions, special diets and other services provided.
 - (d) First aid supplies and staff first aid training.
- (6) Prohibit firearms from the security area of the facility except in times of emergency as determined by the administrator of the facility.
- (7) Ensure that confined detainees and prisoners:
 - (a) Will be fed daily at least three meals served at regular times, with no more than 14 hours between meals except when routinely absent from the facility for work or other purposes.
 - (b) Will be fed nutritionally adequate meals in accordance with a plan reviewed by a registered dietitian or the Oregon Health Authority.
 - (c) Be provided special diets as prescribed by the facility's designated physician, physician assistant, naturopathic physician or nurse practitioner.
 - (d) Shall have food procured, stored, prepared, distributed and served under sanitary conditions, as defined by the authority under ORS 624.041 (Rules).
- (8) Ensure that the facility be clean, and provide each confined detainee or prisoner:
 - (a) Materials to maintain personal hygiene.
 - (b) Clean clothing twice weekly.

- (c) Mattresses and blankets that are clean and fire-retardant.
- (9) Require each prisoner to shower at least twice weekly.
- (10) Forward, without examination or censorship, each prisoner's outgoing written communications to the Governor, jail administrator, Attorney General, judge, Department of Corrections or the attorney of the prisoner.
- (11) Keep the facility safe and secure in accordance with the State of Oregon Structural Specialty Code and Fire and Life Safety Code.
- (12) Have and provide each prisoner with written rules for prisoner conduct and disciplinary procedures. If a prisoner cannot read or is unable to understand the written rules, the information shall be conveyed to the prisoner orally.
- (13) Not restrict the free exercise of religion unless failure to impose the restriction will cause a threat to facility or order.
- (14) Safeguard and ensure that the prisoner's legal rights to access to legal materials are protected.
- (15) In addition to the items listed in subsection (8) of this section, make available tampons, sanitary pads, postpartum pads and panty liners at no cost to all confined detainees and prisoners for use in connection with vaginal discharge. Facilities shall maintain a sufficient supply, which shall be stored, dispensed and disposed of in a sanitary manner. The supply of products available shall include at least the following:
 - (a) Regular absorbent and super absorbent tampons;
 - (b) Regular absorbent and super absorbent sanitary pads;
 - (c) Postpartum pads; **and**
 - (d) Regular absorbent panty liners. [1979 c.487 §6 (enacted in lieu of 169.075); 1987 c.320 §92; 2005 c.471 §6; 2009 c.595 §116; 2013 c.63 §2; 2014 c.45 §29; 2017 c.356 §20; 2019 c.213 §46; 2019 c.489 §1]

Location: https://oregon.public.law/statutes/ors_169.076

Original Source: Section 169.076 — Standards for local correctional facilities, https://www.oregonlegislature.gov/bills_laws/ors/ors169.html (last accessed May 10, 2025).



925 S. Main Street
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MEMORANDUM

Administration

To: Mayor Jackola and City Council

Date: January 6, 2025

From: Ron Whitlatch, City Manager

Subject: **Administration Update – December 2025**

- We are continuing to work with Business Oregon on a potential Industrial Economic Development where the company is looking to expand on the West Coast. Lebanon is one of two sites being considered in Oregon. The City has been awarded a grant to complete an updated wetland delineation of the properties under consideration. A consultant has also been selected to complete the work and will begin in February of 2026.
- Staff is continuing to work through the process of getting an Order to proceed with the cleanup of the Champion Mill property. Once the Order is in place, City Crews will begin cleaning up and disposing of the accumulated garbage. The property owners will either pay for the cleanup as it occurs, or a lien will be placed on the property.
- Staff will be working with three property owners along Berlin Road to clear and clean up several encampments. Resource Officers with the Police Department have been out in this area identifying the locations of the encampments and the individuals staying in them.
- We have spent time throughout the month preparing for the presentation to the City Council for the potential to reopen the Municipal Jail. The motion to move forward was tabled until the February meeting in order to have all Councilors participate.
- 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. This is likely to be a lengthy (and slow) process, and we will provide more information as it becomes available.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.
- On February 2nd, Mayor Jackola, Jason Williams, Shana Olson and I attended Water Day at the Capitol. This event highlights the importance of sustained funding for water and wastewater infrastructure. We also met with Senator Manning to discuss infrastructure and the City of Lebanon's Capital Funding Request for the 2026 Legislative Session.

- Staff has been preparing for next year's budget process. There will be a City Council Work Session in March to discuss any Utility Rate and City Services Fee adjustments.
- Staff is continuing to work on the sale of the Santiam Travel Station. We are currently waiting for one property owner to sign an access easement prior to closing. This process will likely be completed in February.
- 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 that will benefit the city. Susan is currently writing a joint Linn County/Lebanon Grant to seek funding for the Crowfoot/Cascade/Central Intersection Upgrade Project.
- We have received a Planning Grant for a sanitary sewer analysis and transportation analysis of the Champion Mill site. We are currently under contract with Kittleson Engineers to complete the transportation aspect of the grant. We are in the process of scoping the off-site sanitary sewer improvements required for the future redevelopment of Champion Mill.
- Over the next couple of months, Staff will be reviewing all city-owned properties in an effort to identify properties no longer needed. Once the list has been updated, Staff will engage the City Council to recommend any that should be declared surplus.
- I presented the City's Strategic Plan to the Lebanon Legacy Club (previously called the Optimist Club) in January. The presentation was geared to inform the Club of the Strategic Plan and all of the focus areas.



MEMORANDUM

City Recorder's Office

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

		• Jan 2026	• Dec 2025	
Community Engagement	Subscribers	Agenda Center	589	589
		Alert Center	1115	1115
		Bid Postings	19	19
		Calendar	199	199
		News Flash	3376	3380
	Website	Total Users	9,792	10,109
		Views	22,127	23,041
		Top Four Searches	Home Library UB Payments Search	Home UB Payments Library Search
	Social Media	FB Followers	4,683	4,670
		New Followers	18	46
		Post Reach	14,137	57,678**
	YouTube	Council Video Views	105	77
	Submissions	Contact Us	0	0
Communication	Outreach	Press Releases	5	5
		Public Meeting Notices	4	4
		Social Media Posts	14	17
Records	Legislative	Ordinances	0	0
		Resolutions	3	3
	Applications	Committee Applications	2	0
		Liquor Licenses	0	0
	Retention	Record Destruction	5	33
		Records added to ORMS	227	173
	Requests	Public Records FOIA	3	

** Notice of PD Auction, Limited Land Use Action, Statement Re: CM Performance



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MEMORANDUM

Development Services

To: Mayor Jackola and City Council Date: February 2, 2026
 From: Shana Olson, Development Services Director
 Subject: Development Services Department, City Manager Report Updates

Staff continue 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.

Planning

The regular January Planning Commission meeting was cancelled.

The following land use applications are under review in January:

- AR-26-01 & S-26-01 – a five-lot subdivision and administrative review to approve town homes on two of the proposed lots at 401 W Mary Street.
- A-26-01 & MLP-26-01 – an annexation and proposed three lot partition at 2015 Stoltz Hill Road.

Building

	December 2025	December 2024
Permits Issued	40	39
Fees Received	\$37,642.31	\$26,198.70
Construction Valuation	\$2,453,995.81	\$1,608,439.74

A current list of the more significant construction sites includes:

- Dental Office (S Main Street)
- Laundry Mat (S Santiam Highway)
- 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)
- RV Storage (Laredo Way)
- Staff have partnered with the Finance Department to conduct a comprehensive audit of service accounts. The project is approximately 35% complete, with a reassessment of the projected completion date scheduled in March.

Engineering – Development Projects

In Review / Pending Construction

- Salmon Run Apartments (Vaughan Ln): Plans received, reviewed, and returned to engineer for revisions.
- Khan C-Store (former Walgreens site): Plans stamped approved. Pending ROW permit.
- Elmore Townhomes: Plans stamped approved. Pending ROW permit.
- Thoroughbred Express Car Wash: Plans reviewed and pending approval. Need revised illumination plan before plans can be stamped approved.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Valley Life Church: Plans stamped approved. Pending public improvement permit.
- Honeybee Stamps: Plans stamped approved. Pending permit issuance.
- Bates Storage (Hansard Ave): Plans stamped approved; pending 1200-C permit.
- Cedar Ridge Subdivision: Located off S. 5th Street north of Joy Street; comments returned to the engineer for revisions.
- Stoltz Hill & Twelfth Street Subdivision: Traffic Impact Analysis draft under review.
- Western University Campus (150-acre site): Traffic Impact Analysis draft complete and under review.

Under Construction

- Ziplly Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- Madelyn Meadows Subdivision (Walker & Wassom Streets): Contractor has yet to complete punch list items. Public improvements have been bonded and plat signed. Homes are under construction. Occupancies on hold until public improvements have been accepted.
- Mill Race Station RV Storage: Punch list sent to owner. These items are currently being completed.
- Cedar Springs Estates (Mazama Way): Contractor finishing up punch list items for public improvements. Public improvement as-builts received from engineer for review. Developer bonded the minor remaining items for plat approval, building permits to follow the 1st of the year.
- Tri-Plex (S. 7th Street): Site utility construction underway.
- Herman's Subdivision (Crowfoot Rd): Offsite roadway improvements are largely complete and Crowfoot Rd is open to through traffic. Utility installation and road construction continues on-site.
- Villalobos Real Estate (Corner of Market Street and S Main Road): Building permit active, on-site work continues. Public improvement permit issued for work in public ROW.
- Mill Race Station Phase II: Includes the extension of 5th Street to Hwy 20 and Laredo Way. Public Improvement Permit active, utility construction in progress.

Complete

- Zeekers Inc 884 Park St (Maple Street Sewer Extension): Punch list items complete. As-builts received for review and comments returned to engineer for revisions. Final acceptance pending as-built approval.

- Kees Street Subdivision: Punch list items complete. Final acceptance pending as-built approval (not yet received for review).

City Legislative Efforts

- Continue monitoring of upcoming legislative measures and collaborate with partner agencies to proactively address proposed legislation that may impact the City. Currently, 48 proposed bills are under review by directors in their respective departments. Participated in the first legislative session meeting with Senator Manning, including a discussion of priority issues and potential support from his office for infrastructure grant opportunities.

Grant Administration

- Champion Mill Site: Samples completed; consultants are preparing a report for the market analysis and transportation study, which assesses the site's commercial viability based on its constraints.

Economic Development

- Strategic Plan Initiative 3.15 - Business visitation program: A January site visit was conducted at The Block Youth Center, operated by New Hope Church. The center is open to the public for all teens after school and on Wednesdays for half-days, and it hosts special events.
- Downtown Building Restoration Program: The application period for the 2025-2026 cycle is now open and includes one \$25,000 grant and multiple micro-grant opportunities.
- Strategic Plan Initiative 3.11: Business Oregon Prospector site is reviewed weekly and evaluates targeted recruitment inquiries from Industrial Lands Specialists to determine eligibility for competitive site submissions.
- The Economic Development Team 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.
- A Wetlands Delineation Study: A consultant has been brought on board, and Phase I work is scheduled to begin in the next few weeks. This effort is a key step towards making the site shovel-ready.

Visit the City's new **Get Connected** webpage for ways to connect with the City, elected officials, and City staff.

Get Connected

There are many ways to connect with the City, Elected Officials, and Staff:

- **Elected Officials:** Contact the Mayor or elected official from your Ward
- **City Departments:** Contact City departments
- **City Council Meetings:** City Council meets the second Wednesday of each month. Click the link for Council Agendas and Minutes.
- **Social Media:** Follow the City on Facebook
- **Contact Us:** Share a question, compliment or concern
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925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4900
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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: February 2, 2026

From: Mike Trippett, City Engineer

Subject: **Capital Improvements Update - January 2025**

CAPITAL IMPROVEMENTS:

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Sherman Street (Alley to Second Street)
 - Second Street (Elmore Alley) – This project is out for quotes
 - Elmore and Grove Streets – Currently scoping/surveying this project
- RJ Armstong has substantially completed the first of three phases to install multiple private side laterals that need to be connected to new mainlines as part of the Grove Street Sanitary Sewer Replacement Project that was completed last year. This is typically the homeowner's responsibility; however, due to the current location of the laterals, we will replace the private side of the laterals and make connections to the new mainline. The second and third phases will be designed and contracted out as time allows.
- Staff are preparing to submit a grant application to Business Oregon for a wetland delineation of several properties in relation to potential economic development.
- Kennedy Jenks is under contract with the City to prepare and submit a grant application to the Army Corps of Engineers for the Wastewater Treatment Plant (WWTP). The grant requires a 25% match from the City. Staff have directed Kennedy Jenks to submit a grant application for the entire amount of the projects discussed during work session held in July of this year. We currently have \$19 Million for matching funds.
- Udell Engineering is currently working on the Grant/Sherman Street and Utility Rehabilitation Project (from Park to Fifth Street on Grant, Main to Second on Sherman). City Staff have received 80% plans for review. This project is scheduled to bid later this year, with Construction slated to begin late this year.

Staff is preparing to proceed with a portion of this Work on Sherman Street as a 3-Quote Contract to speed up the process of installing sanitary sewer improvements along Sherman Street.

667 S. Second Street currently uses a ‘wildcat’ sanitary lateral that runs under the building at 55 W. Sherman. This lateral is substantially out-of-service, and repairs cannot reasonably be made at the connection to the existing sanitary main in the alley between S. Main Street and Second Street north of Sherman Street.

The 3-quote Contract will include installation of a portion of the proposed sanitary sewer improvements included in the larger Grant/Sherman project to allow 667 S. Second to connect a temporary lateral from the front of the property and eliminate the out-of-service issue. Once the larger Grant/Sherman project is awarded, the remaining sanitary sewer work on Sherman Street will be completed as originally designed. The 3-Quote Contract will be put out for quotes in early February.

- As Staff are available, we are continuing the process of updating the City’s five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff time allows). Staff will bring the completed document to the City Council for approval in the coming months.
- Knife River Construction continues to work on Weirich Drive as part of the Cheadle Lake Park Project. The first phase will include road widening for a center turn lane, utility extensions to the park property, a multi-use path along the frontage of the park, and street resurfacing. The Project Team has finalized the scope of the second phase of the project. Once final costs have been determined, Staff will request City Council approval of the Guaranteed Maximum Price (GMP) amendment No. 2.
- Udell Engineering is currently completing design of the Fifth Street Improvements Project (Tangent to Mary). Staff should be receiving plans for review in the next month - construction will likely happen in the latter part of 2026.
- Additional Minor Projects include:
 - Water Management and Conservation Plan - This is an update to our existing plan and is required by Oregon Health Authority. The document has been finalized and is waiting for revision review by the Oregon Water Resources Department (OWRD).
 - Industrial Way Park Improvements - The Wetland Fill Permit to the Joint Agencies has been submitted for review and approval. Oregon DEQ has received the application and is waiting for USACE to make a determination on the application.
 - Safe Streets for All Regional Planning Grant - Moving forward after Federal Grant pause.
- The Waterline Replacement Project on Airway Place has been substantially completed; the new water line is in service, and the Contractor is finishing up restoration work. They expect to be fully complete in the next week or so.
- The Storm Drainage Improvements project on Second Street has been completed and is functioning as designed.
- Udell Engineering is under contract to design a Water Line Replacement on Vine Street. This project will replace the badly deteriorated waterline on Vine Street between Fifth and Seventh Streets. Staff have received 90% plans for review. This project is expected to go to bid in February – construction is expected to begin this summer.

- The Elmore and Grove Street Sanitary Sewer Project is moving forward – the initial investigation and survey of existing sanitary utilities have been completed, and Udell Engineering is preparing to perform a topographic survey of the area to determine the most efficient and cost-effective way to correct the sanitary/storm drainage conflict in the UPRR ROW just south of Lebanon Family Dental.
- Staff has contracted with Udell Engineering to complete the topographic survey for Cedar Drive – utility and roadway reconstruction. Budget constraints will likely put this project on hold until the next fiscal year.
- Staff has contracted with Udell Engineering to complete the topographic survey for future intersection improvements at the intersection of Twelfth Street and Airport Road. These improvements are expected to include the installation of a new traffic signal and utility/roadwork improvements, similar to the work recently completed at the intersection of Stoltz Hill and Airport Roads.
- Staff have been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations are issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls as well as temperature controls soon. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage paths.
- Staff are working with Republic Services to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.



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MEMORANDUM

Finance Department

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

February 11, 2026

From: Brandon Neish, Finance Director

Subject: Department Report – January 2026

- Accounts Payable
 - Payments made in January 2026; 111 payments were processed for payments of \$470,117.03
 - January marked the first month the City used AvidXchange for the processing of invoices and payments. This is a new software procured by the City to enhance our processes and create efficiencies throughout the organization.
- 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. A draft report is targeted for the end of January 2026.
 - Staff absences are impacting the department's ability to complete its necessary steps.
 - Target completion date remains February 2026.
- Payroll
 - Payroll was processed on January 2nd, January 16th, and January 30th for all employees. In total, 123 employees were paid.
- Utility Billing
 - 6,354 billing statements (including electronics) were mailed January 28th for a total of \$1,045,737.39 in utility revenue and \$168,113.49 in city service fee revenue.
 - On January 16th, 383 phone calls went out to notify customers they have a past due balance.
 - There was a total of 144 lockouts in January.
 - There was a total of 443 service requests in January: 52 move ins, 144 lock-offs, 31 re-read meters, 111 reconnects, 29 move outs, 12 leak checks, 12 changed meters, 27 turn ons, 2 turn offs, 7 meter installations, 6 meter removals, no dead meters, no water quality checks, 1 pressure test, 1 emergency request, no meter tests, 1 meter locate, and 7 miscellaneous request.

Utility Billing Data

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26
Active Accounts	6,646	6,639	6,632	6,636	6,651	6,655	6,658	6,659	6,663	6,665	6,665	6,668	6,674
Penalty Applied	165	220	263	87	189	327	268	335	346	483	348	331	192
Lock Offs	158	52	100	138	105	57	83	95	85	76	96	N/A	144

Municipal Court Data

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26
Charges Filed	268	133	166	159	200	178	217	188	204	245	141	185	309
Show Cause Issued	69	66	55	53	61	62	66	62	75	75	68	77	75
Licenses Suspensions Issued	51	42	47	50	35	49	32	56	34	73	45	43	30
Warrants Issued	278	158	145	180	205	168	201	213	175	216	159	125	179
Charges Disposed	208	204	162	174	187	200	136	213	200	292	180	175	241

Accounts Payable

Checks by Date - Detail by Check Date

User: bneish@lebanonoregon.gov
 Printed: 2/2/2026 12:56 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	007044 179502	ANALYTICAL LABORATORY & CONSU SAMPLE - Coliform Presence/Absence	01/07/2026	714.00
Total for this ACH Check for Vendor 007044:				714.00
ACH	018433 310207	COMPUNET INC O365 Renewal	01/07/2026	271.20
Total for this ACH Check for Vendor 018433:				271.20
ACH	027227 1349511-1 1350846	FERGUSON US HOLDINGS, INC 6X6 CLAMPS AND A TAP 6" MECHANICAL JOINT VALVE	01/07/2026	1,566.66 1,228.40
Total for this ACH Check for Vendor 027227:				2,795.06
ACH	040105 184556	KENNEDY/JENKS CONSULTANTS INC BIOSOLIDS MGMT PLAN SVCS THRU NOV	01/07/2026	2,707.75
Total for this ACH Check for Vendor 040105:				2,707.75
ACH	042050 59507	LEBANON AREA CHAMBER OF COMM 2026 Membership Investment	01/07/2026	2,225.00
Total for this ACH Check for Vendor 042050:				2,225.00
ACH	074088 1028620	ALLIANCE SOLUTIONS GROUP OF OR WEEK ENDING 12/07/2025	01/07/2026	794.42
Total for this ACH Check for Vendor 074088:				794.42
ACH	1000822 IN683097 IN683097	METRO PRESORT INC. UTILITY BILLS NOV 2025 UTILITY BILLS NOV 2025	01/07/2026	1,943.61 1,943.61
Total for this ACH Check for Vendor 1000822:				3,887.22
77622	1000903 OCT. & NOV. 2025	CITY OF BROWNSVILLE REIMBURSEMENTS FOR REAL AGREEMEN	01/07/2026	2,007.73
Total for Check Number 77622:				2,007.73
77623	018611 212948	CORVALLIS CLINIC PC PRE-EMPLOYMENT PHYSICAL S FLIPPO	01/07/2026	389.00
Total for Check Number 77623:				389.00
77624	1000902 4894	DICK WELKER CONSTRUCTION INC LOCATE, CAMERA AND PRE-CLEAN LINES	01/07/2026	9,460.50
Total for Check Number 77624:				9,460.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
77625	027123 ORABY200218	FASTENAL COMPANY WHITE OUT TAPE, XL BLACK GLOVE, AIR	01/07/2026		41.73
				Total for Check Number 77625:	41.73
77626	029012	GATEWAY IMPRINTS INC	01/07/2026		
	39969	ST253 Graphite Heather sweatshirts			115.72
	39969	ST253 Graphite Heather sweatshirts			115.72
	39969	ST253 Graphite Heather sweatshirts			115.71
	39969	ST253 Graphite Heather sweatshirts			115.71
	39969	ST253 Graphite Heather sweatshirts			115.72
	39969	ST253 Graphite Heather sweatshirts			115.71
	39969	ST253 Graphite Heather sweatshirts			115.71
				Total for Check Number 77626:	810.00
77627	085077	HD SUPPLY INC	01/07/2026		
	INV00889895	Hach Nitrification Inhibitor			77.70
	INV00889895	FREIGHT			19.41
	INV00889895	POLYSEED SEED INOCULUM			164.00
	INV00896957	10ML SAMPLE GLASSES			589.65
				Total for Check Number 77627:	850.76
77628	032012 51665	HEALTHY HOME PEST CONTROL Monthly Commercial	01/07/2026		70.00
				Total for Check Number 77628:	70.00
77629	037021 92577389 92711137	INGRAM LIBRARY SERVICES INC LIBRARY BOOKS PO SO, 808438, 815552, 815561	01/07/2026		237.53 539.80
				Total for Check Number 77629:	777.33
77630	040050	KARM LLC	01/07/2026		
	4330	TRENCH AND EXCAVATION TRAINING 11/			300.00
	4330	TRENCH AND EXCAVATION TRAINING 11/			450.00
	4330	TRENCH AND EXCAVATION TRAINING 11/			150.00
	4330	TRENCH AND EXCAVATION TRAINING 11/			300.00
	4330	TRENCH AND EXCAVATION TRAINING 11/			450.00
	4330	TRENCH AND EXCAVATION TRAINING 11/			450.00
	4330	TRENCH AND EXCAVATION TRAINING 11/			150.00
	4340	Training for John Gederos			150.00
	4341	Confined Space Competent Person Training For			150.00
				Total for Check Number 77630:	2,550.00
77631	046894 24CR65002	LINN COUNTY CIRCUIT COURT CASE# 24CR65002 CASH FORFEITED FOR C	01/07/2026		8,317.88
				Total for Check Number 77631:	8,317.88
77632	1000836 2025/F000027777	MICRONICS ENGINEERED FILTRATIO FILTERS	01/07/2026		855.93
				Total for Check Number 77632:	855.93
77633	058973 ARG66011	OREGON DEPT OF ADMINISTRATION Folding Tables - 20	01/07/2026		500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
			Total for Check Number 77633:		500.00
77634	070444	GOOD SAMARITAN HOSPITAL CORVA	01/07/2026		
	9400488670	RICK R. DOT PHYSICAL			160.00
	9400489138	MICHAEL O. DOT PHYSICAL			160.00
			Total for Check Number 77634:		320.00
77635	025000	SUMMIT ACE HOME & GARDEN	01/07/2026		
	2512-547313	W-3 piping			27.98
	2512-547942	mop, cleaner, roller, brush, paint tray, cleaning c			73.54
	2512-548177	PAINTING SUPPLIES			31.57
	2512-550153	HEX NUTS X3			7.47
	2512-550301	MOPS, HOUSE KEY			41.96
			Total for Check Number 77635:		182.52
77636	082065	TWGW INC	01/07/2026		
	445424	RETURN TURN SIGNAL SWITCH CREDIT C			-90.01
	446516	RETURN ORANGE SPRAY PAINT ORIG INV			-62.52
	453302	FUEL FILTER			26.85
	456390	3 Grease Hose Coupler Worldwide W ()			127.53
	458095	LPD 21- CORE RETURN			-65.00
	459333	E6 WIPER BLADES			36.74
	459763	KUBOTA BATTERY			118.79
	459922	AIR HOSE, FILTER			203.25
	461144	V-BELT FOR CONCRETE SAW			88.96
	461145	LINX 22 - OIL FILTER			5.45
	461145	LINX 19 - HEADLIGHTS			46.35
	461212	LINX 21 - BATTERY			105.24
	461286	LINX 19 - OIL FILTER			5.45
	461347	LINX 18 - BRAKE PADS			90.68
	461628	J15 - WASHER FLUID, OIL FILTER			10.08
	461854	V-BELT FOR JC			24.30
	461986	GAUGE FOR WASH RACK			53.13
			Total for Check Number 77636:		725.27
77637	020850	WATERCO OF THE PACIFIC NW INC	01/07/2026		
	CD3056152	RENTAL SERVICE DEC 2025			76.90
			Total for Check Number 77637:		76.90
			Total for 1/7/2026:		41,330.20
ACH	008516	BEYONDTRUST CORPORATION	01/09/2026		
	IN139878	BOMGAR REMOTE SUPPORT FY26	CITYOFLE0004 Quote: Q-12		2,373.90
	IN139878	BOMGAR REMOTE SUPPORT FY27	CITYOFLE0004 Quote: Q-12		7,121.73
			Total for this ACH Check for Vendor 008516:		9,495.63
ACH	018433	COMPUNET INC	01/09/2026		
	312133	ZOOM POWER PACK FY27			1,187.53
	312133	ZOOM POWER PACK FY26			1,662.57
			Total for this ACH Check for Vendor 018433:		2,850.10
ACH	040105	KENNEDY/JENKS CONSULTANTS INC	01/09/2026		
	184856	WWTP FAC MASTER PLAN THRU NOV 202:			1,845.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
Total for this ACH Check for Vendor 040105:				1,845.79	
ACH	075781	SPRINGBROOK HOLDING COMPANY I	01/09/2026		
	INV-022708	DEC CIVIC PAY TRANSACTION FEES		1,932.00	
	INV-022708	DEC CIVIC PAY TRANSACTION FEES		1,932.00	
Total for this ACH Check for Vendor 075781:				3,864.00	
ACH	1000243	FIFTH ASSET, INC	01/09/2026		
	DB2008129	CASH MANAGEMENT DEBT BOOK		4,625.00	
Total for this ACH Check for Vendor 1000243:				4,625.00	
77638	1000502	TRISTAN NICHOLS TRADE COMPANY	01/09/2026		
	172	SEWER LATERAL REP 712 WALNUT		5,650.00	
Total for Check Number 77638:				5,650.00	
80003	016028	CASCADE OUTDOOR POWER EQUIPM	01/09/2026		
	21860	SEAL FOR PARKS MOWER		130.80	
Total for Check Number 80003:				130.80	
80004	029012	GATEWAY IMPRINTS INC	01/09/2026		
	40043	Mike Trippett Business Cards		90.05	
	40175	BUSINESS CARDS B NEISH	COL	70.00	
	40175	BUSINESS CARDS UTILITY BILLING	COL	65.00	
	40175	BUSINESS CARDS J FISHER	COL	70.00	
Total for Check Number 80004:				295.05	
80005	032012	HEALTHY HOME PEST CONTROL	01/09/2026		
	51666	MONTHLY SERVICE		70.00	
	52042	DECEMBER MONTHLY SVC	11043	80.00	
Total for Check Number 80005:				150.00	
80006	032998	HID GLOBAL CORPORATION	01/09/2026		
	13400002983	CrossMatch Renewal FY27	181210	870.00	
	13400002983	CrossMatch Renewal FY26	181210	4,370.00	
Total for Check Number 80006:				5,240.00	
80007	003543	INDUSTRIAL PIPE & SUPPLY CO INC	01/09/2026		
	205831	PVC AND FITTINGS	LEBANONCITY	2,162.82	
Total for Check Number 80007:				2,162.82	
80008	048532	MARKOWITZ HERBOLD PC	01/09/2026		
	89689	COL VS USACE NOV 2025 BILLING		1,481.50	
Total for Check Number 80008:				1,481.50	
80009	025000	SUMMIT ACE HOME & GARDEN	01/09/2026		
	2512-551459	UNIT 15 - KEYS	233	9.98	
Total for Check Number 80009:				9.98	
80010	082065	TWGW INC	01/09/2026		
	453616	HYDRAULIC AND OIL FILTER, FLUID		73.90	
	461018	HYDRAULIC FILTER		148.00	
	462381	LPD 27 - WIPERS		36.74	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
	462402	LINX 23 - OIL FILTER			5.09
	462465	LPD 29 - OIL FILTER			10.08
	462519	LINX 23 - BATTERY			393.44
	462537	HEADLIGHT CAPSULES			46.35
	462671	W1 - BATTERY			66.92
	462750	P11 - WIPER BLADES			20.16
	463018	UNIT 20 - WIPER BLADES			26.98
			Total for Check Number 80010:		827.66
80011	089200	WILCO	01/09/2026		
	187444/P	MUCK BOOTS	171600		104.99
	187448/P	SAFETY JACKETS, MUCK BOOTS	171600		224.97
	187494/P	SPREADER, DRAIN CLOG REMOVER	171600		84.97
	187579/P	FASTNERS, BOLT EYE	171600		43.16
	187630/P	MUCK BOOTS	171600		154.99
			Total for Check Number 80011:		613.08
80012	088997	WILDISH CONSTRUCTION COMPANY	01/09/2026		
	147891	COLD MIX	97429		1,331.68
	147891	COLD MIX	97429		665.84
	147891	COLD MIX	97429		665.83
			Total for Check Number 80012:		2,663.35
			Total for 1/9/2026:		41,904.76
ACH	007044 180003	ANALYTICAL LABORATORY & CONSU COLIFORM PRES/ABS TESTING 12/16/25	01/20/2026		714.00
			Total for this ACH Check for Vendor 007044:		714.00
ACH	016104 010626112-01	CASCADE CENTERS INC EAP JAN 2026	01/20/2026		96.25
			Total for this ACH Check for Vendor 016104:		96.25
ACH	027227 1356236	FERGUSON US HOLDINGS, INC Stainless Steel Insert Stiffener	01/20/2026 42406		33.00
			Total for this ACH Check for Vendor 027227:		33.00
ACH	052009 335293	NELSON TIRE INC Propane for forklift	01/20/2026		35.67
			Total for this ACH Check for Vendor 052009:		35.67
ACH	053416 none-120225	NORTHSIDE DEVELOPERS LLC ANNUAL MILL RACE EDA PAYMENT	01/20/2026		149,907.96
			Total for this ACH Check for Vendor 053416:		149,907.96
ACH	058015 5120404 5120404	ONE CALL CONCEPTS INC DEC LOCATE TIX DEC LOCATE TIX	01/20/2026 09-0000822 09-0000822		86.67 42.69
			Total for this ACH Check for Vendor 058015:		129.36
ACH	065280 09Z0277	REXEL USA, INC. Junction box	01/20/2026 18680		23.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
	09Z0278	Lights for Holidays in the Park	18680		35.67
	09Z0279	Senior center exit signs	18680		49.54
	11Z2412	Library light bulbs	18680		28.49
	14Z9989	LIGHTS FOR WELCOME MONUMENT	18680		43.25
	6R28908	New UPS	18680		681.37
Total for this ACH Check for Vendor 065280:					862.25
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	01/20/2026		
	1029171	WK ENDING 12/14/2025	40229		776.37
	1029960	PK HOSTS WK ENDING 12/21/2025	40229		776.37
	1030539	PK HOSTS WK ENDING 12/28/2025	40229		1,083.30
	1031223	PK HOSTS WK ENDING 1/4/2026	40229		776.37
Total for this ACH Check for Vendor 074088:					3,412.41
ACH	079449	SUMMIT ENERGY TECH CORP	01/20/2026		
	11769	December Veeam Backup Renewal	line 1		906.46
	11866	January Veeam Backup Renewal	Line 1		906.46
Total for this ACH Check for Vendor 079449:					1,812.92
ACH	1000270	VALLEY MERCHANT POLICE INC	01/20/2026		
	4830	NIGHTLY RESTROOM LOCKING - NOV 202			1,600.00
	4831	NIGHTLY RESTROOM LOCKING - DEC 202:			1,900.00
Total for this ACH Check for Vendor 1000270:					3,500.00
ACH	1000380	KNIGHT TECHNOLOGY GROUP	01/20/2026		
	8372	5 - R980 CradlePoint Units for LINX Transit	To be reimbursed by LINX Tr		7,579.60
Total for this ACH Check for Vendor 1000380:					7,579.60
ACH	1000822	METRO PRESORT INC.	01/20/2026		
	IN683712	DEC 2025 UTILITY BILLS	70385		2,012.20
	IN683712	DEC 2025 UTILITY BILLS	70385		2,012.20
Total for this ACH Check for Vendor 1000822:					4,024.40
ACH	018575	DAVID M COREY, Ph D	01/20/2026		
	5994	POST-OFFER EVALS (ZOLL, PARKER, HAN	PAID VIA QB 01/02/2026		2,380.00
Total for this ACH Check for Vendor 018575:					2,380.00
ACH	021010	CUMMINS SALES & SERVICE	01/20/2026		
	12-260171679	MAINT ON SHOP GENERATOR	250064 PAID VIA VENDOR		459.73
	12-260171679	MAINT ON SHOP GENERATOR	250064 PAID VIA VENDOR		459.73
	12-260171679	MAINT ON SHOP GENERATOR	250064 PAID VIA VENDOR		459.73
	12-260171679	MAINT ON SHOP GENERATOR	250064 PAID VIA VENDOR		459.73
	12-260171679	MAINT ON SHOP GENERATOR	250064 PAID VIA VENDOR		459.73
Total for this ACH Check for Vendor 021010:					2,298.65
ACH	040719	LANGUAGE LINE SERVICES	01/20/2026		
	11806169	Interpretation services	9020942061 Paid via ACH 1/		27.01
Total for this ACH Check for Vendor 040719:					27.01
77639	007180	ADAM ARCHER	01/20/2026		
		FINAL PAY 1/20/2026			1,450.58
Total for Check Number 77639:					1,450.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
77640	070444	GOOD SAMARITAN HOSPITAL CORVA	01/20/2026		
		2026 DRUG TESTING CONSORTIUM FEE			270.00
		2026 DRUG TESTING CONSORTIUM FEE			360.00
		2026 DRUG TESTING CONSORTIUM FEE			180.00
		2026 DRUG TESTING CONSORTIUM FEE			90.00
		2026 DRUG TESTING CONSORTIUM FEE			90.00
		2026 DRUG TESTING CONSORTIUM FEE			180.00
		2026 DRUG TESTING CONSORTIUM FEE			90.00
		2026 DRUG TESTING CONSORTIUM FEE			90.00
		2026 DRUG TESTING CONSORTIUM FEE			360.00
		2026 DRUG TESTING CONSORTIUM FEE			1,080.00
		2026 DRUG TESTING CONSORTIUM FEE			90.00
		2026 DRUG TESTING CONSORTIUM FEE			90.00
		2026 DRUG TESTING CONSORTIUM FEE			270.00
		Total for Check Number 77640:			3,240.00
77641	046901	LINN COUNTY TREASURER	01/20/2026		
		COUNTY CORRECTION ASSESSMENT 10/1/			34.60
		COUNTY CORRECTION ASSESSMENT 10/1/			1,013.26
		Total for Check Number 77641:			1,047.86
77642	1000779 UOMNCH-25-121	MUSEUM OF NATURAL & CULTURAL	01/20/2026		
		SUMMER READING PERFORMER			212.00
		Total for Check Number 77642:			212.00
80013	008025 968466500	BI-MART CORPORATION	01/20/2026		
		BATTERIES, PENS, SHARPIES			35.93
		Total for Check Number 80013:			35.93
80014	021044 1043413 1043413A	CURTIS RESTAURANT EQUIPMENT, IN	01/20/2026		
		PROGRESS PAYMENT SNR CTR DISHWASH			8,812.50
		FINAL PMT - SENIOR CTR DISHWASHER			3,950.00
		Total for Check Number 80014:			12,762.50
80015	027123 ORABY199987 ORABY199987 ORABY200111 ORABY200111 ORABY200296 ORABY200382	FASTENAL COMPANY	01/20/2026		
		SAFETY SUPPLIES	ORABY1613		50.69
		SAFETY SUPPLIES	ORABY1613		50.68
		Gloves, safety glasses, caution tape	ORABY1613		58.55
		Gloves, safety glasses, caution tape	ORABY1613		58.55
		NOTES, GLOVES, BINDER CLIPS AND PAPI	ORABY1615		50.57
		WHITE-OUT, BATTERY, COPY PAPER	ORABY1615		15.68
		Total for Check Number 80015:			284.72
80016	034699 25-097 25-100	HR MECHANICAL SERVICES LLC	01/20/2026		
		DISHWASHER INSTALL			3,153.97
		HOT WATER RETURN REP JUSTICE CNTR			303.17
		Total for Check Number 80016:			3,457.14
80017	049519 OR2100713097 OR2100713219	MOTION INDUSTRIES INC	01/20/2026		
		Gloves	69996802		394.20
		M18 kit, impact, 100 shockwave kit	69996802		687.97
		Total for Check Number 80017:			1,082.17
80018	064201	PETERSON POWER SYSTEMS INC	01/20/2026		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
	SW290107233	TROUBLESHOOT ELECTRIC POWER GENE	1045900		1,285.20
			Total for Check Number 80018:		1,285.20
80019	066561 2910502	PROFESSIONAL SEC ALARM CO ANNUAL FIRE ALARM TEST JUSTICE CNT	01/20/2026		765.00
			Total for Check Number 80019:		765.00
80020	1000762 12746	RATE INC J7 - 3" push on couplings	01/20/2026		36.85
			Total for Check Number 80020:		36.85
80021	025000 2512-549635 2512-550604 2512-551302 2512-551502 2512-551587 2512-551723 2512-551736 2512-551933 2512-551985 2512-552021 2601-555703	SUMMIT ACE HOME & GARDEN LED FIXTURE STRETCH WRAP YARD HYDRANT AND PLUG FOR DUMP ST FLAT STEEL BAR FOR DUMP STATION BOLTS LUMBER TO PULL MOTORS BOLTS AND ANCHORS CONCRETE FOR RV DUMP DRAWER LOCK PALLET RETURN Lock, screws, washer	01/20/2026 231 231 231 231 231 231 231 231 231 231 231		71.98 19.99 74.58 14.99 11.16 196.20 19.14 186.25 8.59 -25.00 17.01
			Total for Check Number 80021:		594.89
80022	1000904 11060883 11061472	THE PAPÉ GROUP, INC MAINT ON FORKLIFT Forklift maintenance	01/20/2026 1099493 1099493		298.83 278.50
			Total for Check Number 80022:		577.33
80023	082065 462340 464144	TWGW INC UNIT 21 - TEMP SENSOR, THERMOSTAT, A P11 - WASHER FLUID, OIL FILTER, WIPERS	01/20/2026		102.51 54.88
			Total for Check Number 80023:		157.39
			Total for 1/20/2026:		203,803.04
ACH	030822 INV202409435 INV202409446 INV202410222 INV202410251 INV202411122	GREYSTONE TACTICAL UNIFORM FOR T. ROMEO UNIFORM FOR C. MINER W.PARKER, F.STEVENSON EMBELLISHME T. BOSHART, SHORT SLEEVE SHIRT, EMBE MENS SHIRT , EMBELLISHMENT J. VAN EC	01/21/2026		230.36 119.98 147.49 222.98 111.49
			Total for this ACH Check for Vendor 030822:		832.30
			Total for 1/21/2026:		832.30
ACH	007044 180362	ANALYTICAL LABORATORY & CONST WATER SAMPLES - COLIFORM	01/30/2026		746.00
			Total for this ACH Check for Vendor 007044:		746.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
ACH	016070	CDW GOVERNMENT INC	01/30/2026		
	AH1VM3S	VMWARE RENEWAL FY26	25003443	20,409.04	
	AH1VM3S	VMWARE RENEWAL FY27	25003443	10,204.56	
Total for this ACH Check for Vendor 016070:				30,613.60	
ACH	018433	COMPUNET INC	01/30/2026		
	312930	EXCHANGE ONLINE (PLAN 1) RENEWAL	5978	120.46	
	312931	COL O365 RENEWAL	5978	284.88	
	315092	ZOOM PHONES ANNUAL SUBSCRIPTIONS	5978 Five year contract	20,700.59	
Total for this ACH Check for Vendor 018433:				21,105.93	
ACH	031798 6b97a670	MULTI SERVICE TECHNOLOGY SOLUTIONS SHACKLES, AXLE STRAPS, HEX KEYS, LE	01/30/2026	153.91	
Total for this ACH Check for Vendor 031798:				153.91	
ACH	040152	KITTELSON & ASSOCIATES INC	01/30/2026		
	0161536	CHAMPION MILL PROF SVCS THROUGH 11/30/2025		527.50	
	0161537	WESTERN UTILITIES SVCS THROUGH 11/30/2025		2,330.00	
Total for this ACH Check for Vendor 040152:				2,857.50	
ACH	048932 Jan-26	ERIK JD MOELLER, ATTORNEY PC COURT APPOINTED ATTORNEY SERVICES	01/30/2026	2,166.00	
Total for this ACH Check for Vendor 048932:				2,166.00	
ACH	048993	MORLEY THOMAS LAW FIRM	01/30/2026		
	52847	DMV SUSPENSION PACKET NOV 2025		11.50	
	61014-011526	LEGAL SERVICES FOR THE MONTH OF JANUARY 2026	20012061014	18,000.00	
Total for this ACH Check for Vendor 048993:				18,011.50	
ACH	052009	NELSON TIRE INC	01/30/2026		
	365959	TIRES FOR OLD VACTOR	1420700	1,157.31	
	365959	TIRES FOR OLD VACTOR	1420700	1,157.66	
	365959	TIRES FOR OLD VACTOR	1420700	1,157.31	
Total for this ACH Check for Vendor 052009:				3,472.28	
ACH	057914 4.44388E+11	ODP BUSINESS SOLUTIONS LLC PAPER AND FILE BOXES	01/30/2026	69.24	
Total for this ACH Check for Vendor 057914:				69.24	
ACH	074088 1031793	ALLIANCE SOLUTIONS GROUP OF OR PARK HOSTS - WEEK ENDING 1/11/2026	01/30/2026 40229	776.37	
Total for this ACH Check for Vendor 074088:				776.37	
ACH	1000523 2187	DELAPOER KIDD PC Attorney suppt for Travel Station	01/30/2026	430.00	
Total for this ACH Check for Vendor 1000523:				430.00	
ACH	1000601 54348	HOH ENTERPRISES MyPD STICKER AND LABELS	01/30/2026	332.50	
Total for this ACH Check for Vendor 1000601:				332.50	
ACH	1000719	ALUMICHEM	01/30/2026		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
	INV26430	WWTP - CHEMICALS			6,578.00
Total for this ACH Check for Vendor 1000719:					6,578.00
ACH	993449	ENCYCLOPAEDIA BRITANNICA INC	01/30/2026		
	226967	BRITANNICA LIBRARY SUBSCRIPTION			525.00
	226967	BRITANNICA LIBRARY SUBSCRIPTION			525.00
Total for this ACH Check for Vendor 993449:					1,050.00
77643	018838	TODD CRAWFORD	01/30/2026		
	1/30/2026	FINAL PAY- RETIREMENT 1/30/2026			3,931.86
Total for Check Number 77643:					3,931.86
77644	018838	TODD CRAWFORD	01/30/2026		
	01/30/2026	CASHOUT- RETIREMENT 1/30/2026			4,744.08
Total for Check Number 77644:					4,744.08
80024	000500	A A TOWING	01/30/2026		
	26-10577	RV DISPOSAL - TRAVEL TRAILER			2,500.00
Total for Check Number 80024:					2,500.00
80025	002200	AEROSTAR TOWING	01/30/2026		
	10252	EVIDENCE TOW 2001 TOYOTA TACOMA			195.00
Total for Check Number 80025:					195.00
80026	068719	ALBANY FORD INC	01/30/2026		
	65761	LINX 24 EXHAUST SENSOR	1010		117.84
Total for Check Number 80026:					117.84
80027	007511	THE AUTOMATION GROUP INC	01/30/2026		
	W16321	SCADA PRIMARY SERVER TROUBLESHOO			358.00
Total for Check Number 80027:					358.00
80028	010901	THE BUILDING DEPARTMENT LLC	01/30/2026		
	5771	BLDG INSPECTIONS AND MILEAGE NOV 2			14,378.40
	5815	PLAN REVIEWS & MILEAGE 12/31/2025			19,143.42
Total for Check Number 80028:					33,521.82
80029	017947	CLM WELDING & MACHINE INC	01/30/2026		
	1015	BOLLARD POSTS AND POWDER COATING			1,802.15
Total for Check Number 80029:					1,802.15
80030	027123	FASTENAL COMPANY	01/30/2026		
	ORABY200217	GLOVES, VESTS	ORABY1613		49.67
	ORABY200217	GLOVES, VESTS	ORABY1613		49.68
	ORABY200431	PENS, DUSTER, COPY PAPER	ORABY1615		34.10
	ORABY200486	GLOVES AND AIR DUSTER	ORABY1615		75.10
	ORABY200487	PAPER	ORABY1614		75.74
Total for Check Number 80030:					284.29
80031	030927	GROUNDWATER SOLUTIONS INC	01/30/2026		
	00539.005-13	DEC 2025 PROFESSIONAL SERVICES			517.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
			Total for Check Number 80031:		517.46
80032	028435 17195048	HD FOWLER COMPANY Hydrant collision repair kit	01/30/2026		374.26
			Total for Check Number 80032:		374.26
80033	1000439 20168	HEMPEL BACKFLOW TESTING LLC CONTRACT BACKFLOW TESTING	01/30/2026 20792		196.00
			Total for Check Number 80033:		196.00
80034	034687 COL-010726	ELAINE HOWARD URD SUBSTANTIAL AMENDMENT PROG B COL	01/30/2026		2,615.00
			Total for Check Number 80034:		2,615.00
80035	003543 205616 205971	INDUSTRIAL PIPE & SUPPLY CO INC UNIONS, TEES, ADAPTERS, COUPLINGS CHECK BALL VALVE, DEBURRING TOOLS,	01/30/2026 LEBANONCITY LEBANONCITY		780.00 346.85
			Total for Check Number 80035:		1,126.85
80036	1000597 6521123025	I-SECURE INC DOCUMENT DESTRUCTION	01/30/2026		498.30
			Total for Check Number 80036:		498.30
80037	043918 none-011526	LEBANON FIRE DISTRICT PLAN REVIEW JULY - DEC 2025	01/30/2026		1,500.00
			Total for Check Number 80037:		1,500.00
80038	049519 OR2100713821	MOTION INDUSTRIES INC ELECTRIC MOTOR	01/30/2026 69996802		1,611.48
			Total for Check Number 80038:		1,611.48
80039	051545 IN155314 IN156666	NATIONAL BUSINESS SOLUTIONS MUNI COURT PRINTER REPL HR INTERFAX RENEWAL	01/30/2026 AL0411 AL1296		6,283.00 123.00
			Total for Check Number 80039:		6,406.00
80040	052030 15-202510 15-202511	NET ASSETS OCTOBER LIEN SEARCHES NOVEMBER LIEN SEARCHES	01/30/2026		795.00 720.00
			Total for Check Number 80040:		1,515.00
80041	053410 328853	NORTHSTAR CHEMICAL INC SODIUM HYPOCHLORITE	01/30/2026 101775		6,909.72
			Total for Check Number 80041:		6,909.72
80042	058517 AR2600183	OREGON CASCADES WEST COUNCIL DRIVER TRAINING NOV 2025- MICHELLE :	01/30/2026		252.00
			Total for Check Number 80042:		252.00
80043	068010 CJP238SO-OR	REINER PUMP SYSTEMS INC HYDRAULIC KIT	01/30/2026		1,940.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check	Item # 8.
			Total for Check Number 80043:		1,940.84
80044	007187 PE 2FINAL	RJ ARMSTRONG & ASSOC CONSTRUC PE 02 FINAL	01/30/2026		18,081.00
			Total for Check Number 80044:		18,081.00
80045	025000 2512-548247 2512-553465 2601-556883 2601-556946 2601-557146 2601-557180 2601-557184	SUMMIT ACE HOME & GARDEN Ralston Holiday Lights - Ext cords, light clips WIRE STRIPPER SET 12X1.15 SCREW WITH WASHER HEX 14" PRUNING SAW ELECTRICAL SUPPLIES TRASH BAGS, CLOROX WIPES KEYS	01/30/2026 231 231 231 231 231 231 231		67.49 32.99 45.99 89.98 35.33 34.36 11.97
			Total for Check Number 80045:		318.11
80046	081500 INV087522	TRAFFIC SAFETY SUPPLY CO KEEP RIGHT SIGNS	01/30/2026 C000769		140.58
			Total for Check Number 80046:		140.58
80047	082023 A24761	TRUE NORTH EQUIPMENT NITROGEN CARTRIDGES FOR TV VAN	01/30/2026 LEBAN002		84.35
			Total for Check Number 80047:		84.35
80048	082065 462980 462983 463021 463569 463689 463702 463729 463730 463778 464018 464388 464422 464427 464774 464777 464778 464875 464984	TWGW INC SHOP - WASHER FLUID, OIL FILTER OIL SPARK PLUG FOR ROLLER LINX 24 - CATALYTIC CONVERTER L51 OIL LEAK CLEAN UP- GREEN CLEANER S11 - ENGINE COOLING SYS CROSSOVER S-11 ENGINE COOLING SYSYEM S11 - WATER PUMP GASKET P-1 WIPER BLADES S11 - OIL FILTER RETRIEVING TOOL, CABLE TIE J7 - COUPLINGS COUPLING BELT for plate compactor COUPLING FOR J7 COUPLING OIL for LPD 24 OIL FILTER AND WASHER FLUID LPD 24	01/30/2026		26.33 84.76 7.66 1,997.65 66.05 22.40 14.27 -11.20 47.19 5.09 19.81 28.12 12.72 9.79 8.82 -12.72 5.09 10.08
			Total for Check Number 80048:		2,341.91
			Total for 1/30/2026:		182,246.73
			Report Total (111 checks):		470,117.03



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MEMORANDUM

Information Technology Services

To: Mayor Jackola and City Council
From: Brent Hurst, IT Director
Subject: IT and GIS Department Report – January 2026

Date: February 2, 2026

IT

- New phone system upgrade has been completed for the City and Fire.
- Windows 11 upgrades for City staff and Lebanon Fire District are nearing completion.
- Prep work for the upgrade to the Emergency Operations Center (EOC) for LPD has begun.
- IT staff up
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- Work on the Sewer Collection System Utility Network Migration continues.
- Created a “No Parking Zone” map for LPD.
- Urban Renewal District Update Coordination with Community Development staff.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- OHA Lead and Copper Survey work continues with assistance of Public Works.
- 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: February 3, 2026

- We held 15 programs in January, with a combined attendance of 186 adults and 242 children.
- Staff are busy planning several events for Spring Break week.
- We've chosen Oregon Cascades West Council of Governments as consultants for the children's room expansion project. We have an existing IGA for grant writing services with OCWCOG. They will provide grant application support and administrative oversight if our proposal is successfully funded.

THE CITY THAT FRIENDLINESS BUILT



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MEMORANDUM

Police Department

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

Date: January 31, 2026

- For January 2026, the Patrol Division had approximately 1,376 calls for service, made 91 arrests, conducted 277 traffic stops, issued 79 traffic citations and wrote 118 case reports.
- We currently have one opening for a Communication Specialist. During the last process, 22 individuals applied and were given the opportunity to take a standardized aptitude test. Five (5) applicants ultimately tested; four (4) individuals passed and will be interviewed on February 5th, 2026.
- The Detectives Division continues to stay busy with complex cases. This month, they were assigned five (5) new cases. They were able to complete four (4) reports and made one (1) arrest; they closed out two (2) cases this month and served two (2) search warrants on separate cases. Staff attended court a total of 4 times. Staff reviewed approximately 52 incoming child abuse referrals from DHS.
- Community Services staff members Albanese and Johnson, along with members of the patrol teams, continue to conduct extra patrols within our parks system to assist in reducing unwanted activities (ordinance violations and trespassing) and provide outreach. Together, they addressed 116 calls for service which included animal calls, city park patrols, private-business trespasses, abandoned/suspicious vehicles, parking complaints, and providing aid to other agencies. Thirteen (13) houseless individuals were given resources such as FISH, The River Center, The Salvation Army, Linn County Mental Health, The Soup Kitchen, and Crossroads; six (6) accepted the resources.
- Community Services Officer Johnson has been preparing for the upcoming Citizens Academy. This past month she hosted Peer Court and also conducted cell phone and seatbelt classes for individuals referred from the Courts.
- Lebanon Police volunteers completed a total of 442 hours in calendar year 2025.

- There were two (2) use-of-force incidents for January. (1) A female subject with mental health issues was causing a disturbance around the area of Ralston Park and inside Calvary Roasters. It was also reported she had stolen a shopping cart from Safeway. An officer contacted the subject, who then pulled away as he attempted to take her into custody. The officer forced the subject to the ground and held her there until backup officers could arrive. Once additional officers arrived, the female subject was taken into custody with no further incident; no injuries were reported. (2) An officer contacted a subject who was trespassing on the railroad tracks. It was learned the subject had outstanding warrants and was known to carry firearms. Once the officer began speaking with him, the male subject began reaching into his pockets, failing to comply with verbal commands. The officer pointed his duty firearm at the male subject and continued to give additional verbal commands. The subject then complied and was taken into custody with no further incident; there were no injuries reported. All use-of-force incidents are reviewed extensively by a Sergeant, a Lieutenant, the Police Captain, and finally the Chief. All use-of-force incidents were found to be justified and in compliance with policy standards.

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



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MEMORANDUM

Public Works

Date: January 29, 2026

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – February 2026

A. Collections (Sanitary-Storm):

- Mowing
 - Maintenance of mowers to prepare for spring.
- Manholes:
 - Inspecting manholes for I&I.
- Sewer Mains:
 - Cleaned 600 feet and video inspected 350 feet of sanitary sewer main line.
 - Found plugged manhole, determined issue and resolved.
 - Flushed low flow, dead-end sewer mains.
- Sewer Laterals:
 - Conducted a video inspection of 825 feet of sanitary sewer laterals.
 - 0 cleanouts installed.
 - Assisted 6 customers with issues related to sewer laterals / investigations.
 - 0 - entered program
 - 1 -will be completed in-house.
 - 2 -working with customers to gather more information
 - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
 - Cleaned 600 ft of storm main.
 - Video inspected 525 ft of storm main line.
 - Found end of buried storm line.
 - Installed 15ft of ductile Iron pipe to extend line to end of the existing ditch.
 - Will pour and set ditch inlet when weather allows.
 - Trying to locate end of another buried storm line that drains slowly.
 - Roots have prevented us from completing tasks until access can be gained.
 - Secondary line was found to be damaged, with repairs scheduled to be made.
 - Investigated 5 Storm water complaints.
 - This occurred during heavy rain; entire system was full.
 - Completed several rounds of catch basin/curb inlet clearing during rain events.
- Special projects:
 - Completed collections annual DEQ NPDES Schedule B Report.

- Completed monthly equipment inspections and preventive maintenance to maintain system reliability.
- Locate Sewer and Storm mains and laterals for contractors.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Checked Gill's Landing Pump Station and pump operation.
- Performed two post-construction walk throughs.
- Reviewed pre-construction plans for Engineering.

B. Parks:

- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleared of leaves and other debris on a weekly basis.
- Additionally, there has been a rise in daily vandalism and trash collection, which has extended the time required for crews to clean restrooms and carry out trash collection.
- Gills Landing
 - There were 32 RV park reservations for the month of January.
 - There were no shelter rentals for the month of January.

C. Streets:

- Continued hanging door hangers for notification of ROW tree and shrub trimming.
- Replaced two damaged street signs and posts.
- Continued cold patch repairs.
- Graded gravel roads.
- Provided code enforcement with list of abandoned / parked vehicles and trailers that prevent tree trimming or street sweeping.
- Street sweeper operated for 10 days, including one day in Brownsville and one in Halsey.
- Removed trash and debris from one location.
- Two dead animals removed from roadway.
- Removed two trees for Parks Department to dig out base and rock to grade for Veterans Memorial at Ralston Park.
- Monthly equipment checks and maintenance.
- Assisted water department with service orders.
- Responded to one plugged sewer lateral.

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for December 2025
- Flow for the month of December averaged 6.73 MGD with a peak of 20.53 MGD and a total of 208.73 MG
- Replaced L-51 (aerator gear box) with rebuilt spare, send failing gearbox to manufacture for replace or repair inspection
- 2" Pex water line in SBS room failed, flooded room, repaired same day
- L-40 Anoxic mixer failed, removed and transported to RPM to have shaft pressed out of and into spare gear box.

Major Equipment still out of Service/In Progress

- West Bar Screen needs to be replaced or rebuilt; we are currently working on obtaining quotes (update OrTec Barscreen Ordered, Estimated Late January Delivery)
- Clarifier #2 drive unit has failed (parts have arrived awaiting installation)

E. Water:

- Locating and service order request. "Read's and on/off's, Leak checks, Customer Service."
- Meter reading.
- Routine sampling, Along with DBP's, TTHM, HAA5's this month.
- Reviewed and inspected backflow abandonments.
- Changing out system meters.
- Recorded large meters that need maintenance and repair, collected cost estimates scheduling.
- 142 lock offs.
- New 2" service line installed with meter.
- 4 new 1" water services installed.
- Completed multiple walk throughs on new developments.
- New 4" water line installed by contractor on Airway place.
- Continued testing on backflow preventers.
- Repacking of distribution main line valves.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	73.81 MG
Finish Water Produced	58.47 MG
Water Sent to Cheadle Lake	0.00 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.75	1.65	1.36	0.015	0.045	0.025
Finish pH			Raw Turbidity		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.35	8.02	7.70	2.79	171.00	46.00

- Drawdown ended 12-8-25
- New CL2 CIP pump installed
- New mechanical seals in both drain pumps



MEMORANDUM

Senior Services & LINX Transit

Date: February 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:

To date, LINX Transit has provided over 48,000 rides and on track to be over 80,000 rides by the end of the fiscal year.

The two LINX Loop deviated fixed routes have been working well. We have adjusted the schedules a bit to increase frequency of stops throughout town. This service is being paid for through an Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Fund (STIF) Discretionary Grant, for the FY2025-27 biennium.

Senior Center:

The Lebanon High School Choir performed an afternoon concert for seniors in January. This was a great opportunity for generations to share the love of music. The choir did an excellent job engaging in conversation with the seniors after their performance, as well. Seniors that do not get out very well at night enjoyed the chance to see the choir perform (their concerts are usually in the evenings).

We have connected with an outside organization to visit once a month and provide a support group for families helping a loved one navigate Alzheimer's and Dementia, which will start in March.

A senior's desire to have veterans meet up to chat and connect once a month is taking root and will have its first gathering in our Center library at the end of January. We are excited to see some veterans get involved to bring this group into being. Our love of veterans is not a new thing in our building. As such, we are excited to already have plans underway for our Veterans Recognition Event, which will be held in November. The Oregon Department of Veterans Affairs is going to be lending us one of their traveling exhibits and is working with us to connect to a speaker. We had to plan for this one early and will have the exhibit open to the public for a couple of hours after our usual business hours. It is a very exciting opportunity for some intergenerational connection and education.

A new educational opportunity at the Center is exploring how things are made, which has captured the curiosity of several seniors. It is interesting to see which topics connect seniors to jobs they may have had in the past or how production has evolved over their lifetime.



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MEMORANDUM

City Recorder's Office

Date: February 11, 2026

To: Mayor and City Council
From: Julie Fisher, City Recorder
Subject: Council Absence Notifications

The Mayor has requested that Council members notify the Mayor, City Manager, and City Recorder when they are unable to attend a scheduled City Council meeting.

This will assist staff in planning for meetings, confirming quorum, and ensuring accurate records.

Thank you,