



LEBANON CITY COUNCIL REGULAR MEETING AGENDA

February 12, 2025 at 6:00 PM

Santiam Travel Station – 750 3rd 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 Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

ROLL CALL

CONSENT CALENDAR

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

- 1. AGENDA:** Lebanon City Council Agenda – February 12, 2025
- 2. APPROVAL TO AWARD:** N. Santiam Highway Waterline Extension Project
Grove Street Sanitary Sewer Extension Project
- 3. BOARD MINUTES:** 2024-10-16 & 2024-12-18 Parks, Trees & Trails Advisory Committee
- 4. COUNCIL MINUTES:** 2025-01-08 City Council Regular and Executive Sessions Meeting

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on February 11, 2025**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

REGULAR SESSION

- 5.** Build Lebanon Trails Fee Waiver
- 6.** Department Reports

ITEMS FROM COUNCIL

7. Lebanon Library Advisory Board Liaison

PUBLIC/PRESS COMMENTS

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

NEXT SCHEDULED COUNCIL MEETING(S) March 12, 2025

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.



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

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Approval to Award Project**
N. Santiam Highway Waterline Extension
Project No. 24703

Date: January 14, 2025

I. INTRODUCTION

The N. Santiam Highway Waterline Extension Project was advertised on Friday, December 6, 2024 for bids.

II. CURRENT REPORT

Bids for the project were opened Tuesday, January 14, 2025. There was a total of 14 bids received; a comparison of the bids with the Engineer’s Estimate is presented below.

Company	Bid Amount	Company	Bid Amount
Civil West Construction	\$426,628.99	Northcore USA	\$486,491.12
Dalke Construction	\$401,176.50	Pacific Excavation	\$435,426.00
Flow Line Construction	\$380,442.00	RJ Armstrong & Assoc	\$458,675.00
Icon Construction	\$416,818.00	Riverbend Construction	\$492,064.00
Lawson Corp	\$372,383.00	Trench Line Excavation	\$373,067.10
M.L. Houck Construction	\$442,612.30	Wildish Construction	\$416,744.00
North Santiam Paving	\$404,354.00	Willamette Valley Ex	\$394,000.00
		Engineer’s Estimate	\$390,900.00

The lowest responsive bid was submitted by Lawson Corp from Carlton, Oregon as indicated above. Their bid is approximately 4.75% lower than the Engineer’s Estimate.

III. RECOMMENDATION

This memo requests a City Council motion to award the N. Santiam Highway Waterline Extension Project to Lawson Corp, of Carlton, Oregon.



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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager / City Engineer
Subject: **Approval to Award Project – Place Holder Memo**
Grove Street Sanitary Sewer Extensions Project
(E. Carolina to Dodge, Milton to E. 'D' Street)
Project No. 23711

Date: February 3, 2025

I. INTRODUCTION

On January 22, 2025, City Staff advertised the Grove Street Sanitary Sewer Extension Project for bids. This project is listed in the Capital Improvement Project list in the 2024/2025 Budget. The bid opening for the project is February 11, 2025.

City Staff will present the results of the bid opening and recommendation for the award at the City Council Meeting on February 12, 2025.



Parks, Trees, and Trails Advisory Committee Meeting Minutes October 16, 2024

Committee Present Jan Diamantine, Linda Ziedrich, Anna Creel, Rodney Sell, Cindy Kerby, and Rick Barnett

Committee Absent City Councilor, Dave Workman

Staff Present Interim City Manager Ron Whitlatch, and Public Works Operations Manager, Jason Rush.

Call to Order Chair Barnett called the meeting to order at 2:00 p.m. in the Santiam Travel Station Board Room.

Approval of Minutes The committee approved the meeting minutes from July 17, 2024.

Discussion

- City of Lebanon Update

Jason Rush and Ron Whitlatch provided the City of Lebanon update:

- Lebanon Public Works and the Police Department cleaned up approximately 1600lbs of trash / debris from the Eagle Scout Trail (before photos included).
- Rush would like to clean up the tree line at Cheadle Lake, and asked that BLT and the Strawberry Festival to relocate any items they would like to keep for their events.
- The city partnered with Pacific Power to remove walnut trees located on Williams / Oak Street that were impacting power lines, the street and sidewalk. Crews were onsite for approximately 12 hours.
- A tree removal request was turned in for a tree on Williams / Dodge Street, the tree was rotten and located on top of a water line so replacement will not be required.
- Ziedrich had asked via email about the number of trees being removed with the development of the River Park trail extension. Rush worked with Gaylan Morris from the City Engineering Department and determined currently there are (11) trees planned to be removed, but there is a potential realignment of the trail that could reduce the number of trees needing to be removed.

- Cheadle Lake Park Development

Whitlatch provided an updated map that included what is proposed in the next phase of construction at Cheadle Lake. The next step is to begin designing and determine cost with the goal for construction to begin after the Strawberry Festival in 2025. The priorities for this project are the restroom, pathways, stage, and ADA parking.

Kirby asked questions regarding the map provided:

- She asked if the design shows a pathway around the stage and stated this could be a safety concern for pedestrians, Whitlatch stated a realignment could be looked at to better accommodate around the stage.
- If the restroom is still going to be installed in the center of the park and will the existing building (well pump house) be removed. Rush stated the pump house is currently expected to stay and will not interfere with the restroom installation.
- Will there be lighting on all pathways? Whitlatch stated this lighting is pending what is available for funding in this phase of construction.
- Can the ADA parking stalls located at the stage be relocated to by the pathway, this gives them easier access and the stage more room for turn around.
- What is the goal? Whitlatch stated the current goal with development is for multi-use, events and sports (with removeable fencing).

Barnett agreed with Kerby that there needs to be enough turn around space at the stage.

Ziedrich asked if the committee determined that there is more baseball fields needed as she believed it had been talked about before and there was not a further need for fields in this development. Whitlatch stated it would be for multi-use sports. She then asked is a public meeting would be appropriate to see what the citizens would like to see the park used for. Whitlatch suggested if the committee believes there should be changes to the master plan for Cheadle Lake a recommendation should be taken to City Council and the Parks, Trees and Trails meetings can be used as listening sessions to obtain citizen recommendation.

Rush believes with minor modifications to the existing plan; all sports field decisions can be decided at the next phase as additional recommendations and funding become available while keeping this phase moving forward and functional.

Barnett asked the city to send a copy of the next updated Cheadle Lake map, the committee agrees that minor changes need to be made to move forward with design and would like further discussion. Whitlatch stated revisions can be made to the sitework and he will have Udell Engineering start on that to provide to the committee at the next scheduled meeting.

- Street Tree Project – Williams Street

The garden club was able to successfully plant (9) trees, including one at Pioneer Cemetery with the funding they had. The city delivered them to the planting locations along with additional supplies.

- BLT Update – Rod / Jan

- BLT will be planting trees at River Park, no exact location at this time, the watering crew has agreed to water these trees as well.
- BLT volunteer Art has been leading hikes for the Chamber of Commerce.
- 44 North adopted the Eagle Scout Trail and works on the trail quarterly.

- Georgia Pacific donated 1.54 acres to BLT, 1.26 will be used for a new trail that has been approved by the County. Donations have been received for this trail and it is planned to be named the Georgia Pacific Mill Race Trail.
- The Gills Landing Connector Trail is complete.
- BLT would like to thank the city for keeping up on the removal of graffiti under Grant Street Bridge as well as getting the lights repaired at the Century Park Tennis Courts.

- **Public Comments**

Next Scheduled Meeting

November 20, 2024 (2:00 – 3:30 p.m.)

Adjournment

Rick Barnett Adjourned the meeting at 2:50 p.m.



Parks, Trees, and Trails Advisory Committee Meeting Minutes December 18, 2024

Committee Present Jan Diamantine, Linda Ziedrich, Anna Creel, Rodney Sell, Rick Barnett, Cindy Kerby, and City Councilor, Dave Workman.

Committee Absent None.

Staff Present Interim City Manager Ron Whitlatch, and Public Works Operations Manager, Jason Rush.

Call to Order Chair Barnett called the meeting to order at 3:00 p.m. in the Santiam Travel Station Board Room.

Approval of Minutes None.

Discussion

- Cheadle Lake Layout Phase I

Whitlatch provided the design showing the modifications based on discussions from the last committee meeting. After speaking with the architect firm and Udell Engineering there are additional suggested modifications.

Kerby asked the following questions:

- Is there going to be a way to close off the event area from the public pathways? Brian Vandetta stated this would be handled as it is not for events with temporary fencing.
- Will lighting be installed on new and existing pathways? Yes, the plan is to have them fully lit.
- Will the current caretaker and storage containers be staying where they are now? No answer currently.
- The current proposed location for portable restroom pads is not ideal from the stage due to the view of them.
- Should a paved location be added for ADA seating. Whitlatch stated some of these details will start showing up as design moves forward.

Brian Vandetta asked about the current berm of dirt at Cheadle Lake, his suggestion would be to use that dirt to create a sloped seating area at approximately 2% slope. Kerby had concerns on how this could limit the capacity of the seating area, a capacity estimate will be brought back with the next set of plans.

Brian Vandetta hopes to have 3D plan for the next committee meeting.

Sell would like to ensure there is an effort made to keep a North – South trail from the parking lot, Brian Vandetta stated with this phase there is no impact to the North – South

trail.

Ziedrich asked the following questions:

- Will the runoff from the asphalt parking lot be addressed, Whitlatch stated this will be addressed during construction.
- How large are the restrooms? Whitlatch stated the restroom's intention is for park users and not event users and events would need to still bring portable restrooms in.
- Will the stage have permanent lighting? The stage will have some permanent lighting, and events will be able to add their own as well.
- Do we have a professional stage and lighting designer, Brian Vandetta states we do have an architect that is familiar with stage design.

Kerby asked if when lighting is added will Ethernet be a possibility for cameras. Whitlatch stated this is a high priority for our IT Department.

The Lebanon Police Department and Fire Department will look at this design and make sure it fits their needs for safety requirements.

Homeland Security has evaluated the Strawberry Festival and could possibly offer some additional information on design needs regarding safety.

Brian Vandetta asked for clarification on the following items:

- Host moving, their site can stay in current location for this phase of development.
- Is there an issue with storage areas for Strawberry Festival? This is not impacted during this phase of development and they will stay at current location.

- **BLT Update**

BLT had discussion regarding the development of their Georgia Pacific Trail and their options for connectivity, this discussion included public comment from Scott and Laura LaRoque. This trail development is currently being handled by the Linn County Planning Commission and is still under review.

- **Public Comments**

Lebanon Community Foundation members Jolene Watson and Joanne Nelson asked as development moves forward at Cheadle Lake the City and Committee consider a memorial wall for the founders of park. Whitlatch asked if they have ideas of location, they do not at this time and they do not want to impede on any development plans. They did suggest a flagpole as a re-ignition spot and Whitlatch agreed this could be great for the next phase of development. Kerby suggested adding the strawberry festival carvings, a bench, and a plaque in honor of the founders and Strawberry Festival.

Next Scheduled Meeting

January 15, 2024 (2:00 – 3:30 p.m.)

Adjournment

Barnett Adjourned the meeting at 4:19 p.m.



LEBANON CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSION MINUTES

January 08, 2025 at 6:00 PM

Santiam Travel Station – 750 3rd 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 Carl Mann

Councilor Jeremy Salvage | Councilor David M. McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

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

SWEARING-IN AND OATH OF OFFICE (NEWLY ELECTED OFFICIALS)

City Attorney Tre Kennedy Swore In the newly elected City Councilors and Mayor. After the ceremony, there was a brief break to allow for photos.

ROLL CALL

PRESENT

- Mayor Kenneth Jackola
- Councilor - Ward 1 Dominic Conti
- Councilor - Ward 1 Carl Mann
- Councilor - Ward 2 David M. McClain
- Councilor - Ward 2 Dave Workman
- Councilor - Ward 3 Jeremy Salvage
- Council President - Ward 3 Michelle Steinhebel

STAFF

- City Manager Ron Whitlatch
- Finance Director Brandon Neish
- Community Development Director Kelly Hart (online)
- City Attorney Tre Kennedy
- Police Chief Frank Stevenson
- IT Director Brent Hurst

ELECT COUNCIL PRESIDENT

Motion made to nominate Councilor Steinhebel for President Pro Tem by Councilor - Ward 3 Salvage, Seconded by Councilor - Ward 1 Mann.

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

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.

The Approval to Award North Santiam Highway Waterline Extension Project was pulled from the Consent Agenda.

Motion made to approve the Consent Agenda with the removal of the Approval to Award by Councilor - Ward 3 Salvage, Seconded by Council President - Ward 3 Steinhebel.

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

1. **AGENDA:** Lebanon City Council Agenda – January 8, 2025
2. **APPROVAL TO AWARD:** North Santiam Highway Waterline Extension Project
3. **BOARD MINUTES:**
Library Advisory Committee - August 13, 2024
Planning Commission - May 15 & October 16, 2024
4. **COUNCIL MINUTES:** 2024-12-11 City Council Regular Meeting and Executive Session Minutes

PRESENTATION / RECOGNITION

There were no presentations.

PUBLIC COMMENTS

Linda Ziedrich spoke to the council with objection to the Santiam Travel Station being sold. Ms. Ziedrich feels the historic building should remain public property so it will be maintained.

PUBLIC HEARING(S)

5. Ordinance Bill No. 2025-01, Ordinance No. 3032 - A Bill for an Ordinance Amending the Lebanon Comprehensive Plan Map and Zoning Map Designation to Establish the Residential Mixed Density (C-RM) Designation and Residential High Density (Z-RH) Zoning for the 0.91 Acre Block including Parcels: 12S-02W-11CD, Tax Lots 5600, 5601, 5700, 5800, and 5900 File CPMA-24-01, ZMA-24-01

The Public Hearing was opened at 6:11 PM.

City Attorney Tre Kennedy read the Public Hearing process.

Mayor Jackola asked if there was any Ex-parte, bias, or Conflict of Interest. There was none. Mayor Jackola asked if anyone in the audience objected to the notices sent. There was none.

Community Development Director Kelly Hart presented the staff report. It was reported that the zoning change requested by the applicant would affect additional properties as it is more efficient to update a block as opposed to single parcel by single parcel. All affected property owners have signed agreements. The Residential High Density Zoning updates would match the Comprehensive Plan for the properties. The applicant desires to add living space above the garage. No other development has been identified or requested. The Planning Commission held a Public Hearing on December 18, 2024 and recommended approval.

Udell Engineering Land Use Planner Laura Laroque and the applicants were available for questions.

Mayor Jackola asked if there was any testimony in favor, neutral, or in opposition. There was none.

The Public Hearing was closed at 6:22 PM.

City Attorney Tre Kennedy read the Ordinance by Title.

Motion made to approve the application and Ordinance Bill No. 2025-01, Ordinance No. 3032 by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 3 Salvage.

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

REGULAR SESSION

6. Ordinance Bill No. 2024-15, Ordinance No. 3031 - A Bill for an Ordinance Adopting the Provisions of Oregon Revised Statutes (ORS) Sections 307.540 to 307.548, Regarding Non-Profit Corporation Low-Income Housing.

Community Development Director Kelly Hart presented the Council with the request to adopt provision of ORS Sections 307.540 to 307.548 regarding Non-Profit Corporation Low Income Housing. The request was brought before Council in January 2024 and has been presented several times since. The request would allow a tax exemption for non-profits who meet the criteria with two known potential eligible properties that could affect the General Fund by an estimated \$12,600 per year. A third property would be eligible for the exemption but currently takes advantage of a different exemption program. Staff does not anticipate this program would be utilized much. The same program in Albany has only been used 9 times since 1993. There would be a very specific set of criteria for a property to meet the eligibility for the program. This would be an annual Administrative Review for each property.

Finance Director Neish reported that he was asked what a long-term revenue impact this could have on the General Fund. He estimated over 20 years, with only the three properties identified, the General Fund would see a revenue loss at \$350,000.

Councilor Steinhebel spoke in favor of the ordinance. She noted the services to the community that Crossroad provides in addition to the provision of low-income housing.

Councilor McClain was opposed to the ordinance and voiced concerns of the long-term impacts to the General Fund.

Councilor Salvage stated that he has been undecided during the previous discussions, at one point favoring approval, however after hearing all of the discussion he now is opposed to the ordinance at this time.

Motion made to approve Ordinance Bill No. 2024-15, Ordinance No. 3031 by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 1 Mann.

Voting Yea: Councilor - Ward 1 Mann, Council President - Ward 3 Steinhebel

Voting Nay: Councilor - Ward 1 Conti, Councilor - Ward 2 McClain, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage

The Ordinance Failed.

7. FY2024 Year End and FY2025 Financial Update

Finance Director Neish presented the FY2024 Year End and FY2025 Financial update. Finance Director Neish stated that the Council will receive an update twice a year as best practice as well as a recommendation from auditors. Included in the update was a list of checks and expenditures, which will become part of the monthly directors' report.

2024 TY generated 40 million across all funds and 37 million in expenditures. Interest earnings were higher than budgeted. Total expenditures were 35% less than budgeted mostly due to capital projects that were not completed. The General Fund has been on a deficit path seeing -\$120,000.00 overall. The City has tried to mitigate the deficit issue.

2025 FY (through November 2024) so far as seen 16.4 million in new revenue and just under 13 million in expenditures. Property taxes are expected to fall slightly lower than budgeted and will be monitored closely. Intergovernmental funds are down including state liquor tax at a 50% decrease and research by staff has shown this is a nationwide decrease. Interest earnings are still high but are falling. The General Fund has not moved in a positive direction yet, but certainly the City Services Fee should help. City staff continue to be diligent to watch expenditures.

The first Budget Committee meeting should occur in April with following meetings in May and Council adoption in June. There will be some Budget Committee training scheduled in late February or early March.

8. Department Report

City Manager Whitlatch highlighted a few items from the Department Reports. An update on the city-wide phone lines was given by IT Director Hurst. 911 and a line to police dispatch is working. Staff is working to mitigate the effects. City Manager Whitlatch updated the Council on DEQ violations from 2022 at the Wastewater Treatment Plant. An update on Ziplly Fiber complaints was given.

ITEMS FROM COUNCIL

Councilor Workman stated if the past City Councilors are watching the meeting, he did not have a chance to thank them for their service. He also welcomed the newly elected Councilors.

9. Cascades West Area Commission on Transportation Representative

Councilor Steinhebel reported that her term on the Cascades West Council Area on Transportaion has expired and she is hoping another Council member would be interested in taking that position. Councilor Conti volunteered to serve as the liaison for Lebanon City Council.

PUBLIC/PRESS COMMENTS

There were no comments from the press or citizens.

NEXT SCHEDULED COUNCIL MEETING(S):

January 22, 2025, Ethics Training at Noon at the Lebanon Public Library

February 12, 2025, Regular City Council Meeting at 6:00 PM

EXECUTIVE SESSION

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

The City Attorney read the Executive Session Announcements. There was no official Council action during the Executive Sessions.

10. Per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
11. Per ORS 192.660(2)(h) to consult with legal counsel concerning legal rights and duties of the Council regarding curreint litigation or litigation likely to be filed.

REGULAR SESSION

Council may reconvene into open session should action be required.

ADJOURNMENT

The meeting adjourned.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4923
www.lebanonoregon.gov

MEMORANDUM

Administrative Services

To: Mayor Jackola and City Council

Date: January 31, 2025

From: Ron Whitlatch, City Manager

Subject: **Build Lebanon Trails (BLT) Request to Waive Event Fee**

I. BACKGROUND

BLT has applied for an Event Permit to hold its annual Cheadle Lake 5K/10K Fun Run and Kids Obstacle Dash in May 2025 at Cheadle Lake Park. Approval of the Event Permit also includes fees associated with reserving the park. The costs were calculated based on the City's current and approved fee schedule and include a \$600/day Park Rental (2 days for event and setup/takedown), a \$500/day Electrical Fee, and a \$50/day water use fee for a total of \$1,750.

BLT has requested that the fees for the event be waived. Jason Williams and I have informed BLT that the fees associated with the event will not be waived. BLT has now asked to appeal staff's decision to the City Council. The attached letter indicates the basis for their appeal.

Currently, no policy specifically identifies an appeal process for the waiver of the Parks Rental or Event Permit fees. As part of this agenda item, Staff would like to discuss creating a policy (to be brought back for City Council approval) to handle these types of appeals/requests in the future.

II. RECOMMENDATION

I recommend that the City Council review Build Lebanon Trails' appeal request and, by motion, decide whether to waive the fees associated with the Event Permit.

Inspired by the vision



Dedicated to the work

January 16, 2025

Build Lebanon Trails
PO Box 2604
Lebanon, OR 97355

Ron Whitlatch, Lebanon City Manager,
City of Lebanon
925 Main Street
Lebanon, OR 97355

RE: Request Waiver of Event Fee

Dear Ron,

Build Lebanon Trails (BLT) is respectfully requesting City Council consider waiving the rental fees for the use of Cheadle Lake Park for our 16th Annual Cheadle Lake 5K/10K Fun Run/Walk and Kids Obstacle Dash. The event is held on the first Saturday of May each year. Historically, the City has waived fees for this event.

On January 8, 2025, BLT received notice that our June 2024 submitted request to waive rental fees for our May 2025 use of Cheadle Lake Park was denied by Staff. A new fee structure determined the fee for 2025 would be \$1,700.

Points to consider:

- 100% of funds raised are used for the development and maintenance of the Lebanon Trail System.
- BLT is currently providing \$20,000 a year, for four years, to fund a City Temp Trail Maintenance Position.
- Since 2012, BLT has provided over \$2.6 million dollars in funding from grants and private funding, for materials and trail construction for the City of Lebanon's Trail System.
- BLT is a 501c3 nonprofit organization who does this community service with all volunteer staff.
- BLT volunteers provide hundreds of hours of free labor every year working on the Lebanon Trail System.
- The main focus for the event is to raise public awareness of the Lebanon Trail System and the outdoor recreation infrastructure it provides.
- This event attracts participants, families and spectators from outside our community. Not only does this boost local businesses, it strengthens the reputation of our community.
- Business revenue is generated from accommodations, dining, transportation and leisure activities, including those seeking outdoor green spaces (Lebanon Trails), to sustain good mental and physical health.
- Our event has a small footprint in the park and a short time span. (The fee structure seems to be set on using the entire park.)
- Historically, BLT has shared the park with other events taking place on the same day.

Considering Build Lebanon Trails long history of providing substantial funding for trail development and maintenance, it seems appropriate to waive user fees for this event.

BLT greatly values our partnership with the City of Lebanon. Working together, we will continue the legacy of providing well maintained, free to use, public trails in our Community, for all to enjoy.

Thank you in advance for your consideration of this request.

Sincerely,

Rodney W. Sell, BLT Board President



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

To: Mayor Jackola and City Council

Date: January 31, 2025

From: Ron Whitlatch, City Manager

Subject: **Administration Update – January 2025**

- On January 28th, Mayor Jackola, Jason Williams, Kelly Hart, and I attended the League of Oregon Cities City Day at the State Capital. The event consisted of multiple speakers discussing various topics related to City Government. We also met with Senator Janeen Sollman, Staff from Representative Christine Drazan's office, Representative Lisa Fragala, and Staff from Representative Cate's office. We have scheduled and attended these meetings to discuss infrastructure funding and other topics impacting the City of Lebanon.
- Mayor Jackola, Kelly Hart, and I met with Representative Jamie Cate on January 14th to discuss Lebanon's upcoming Legislative Session and Capital Funding requests. We are making a concerted effort to meet with our Representative several times yearly to keep a good pulse on items that may impact the City of Lebanon. The City will also submit a Capital Funding request through Representative Cate's office related to the priority projects at the Wastewater Treatment Plant.
- Staff will continue to pursue options for a solar array at the Wastewater Treatment Plant Facility. A meeting with a Solar Design Firm has been set for February. Once we have the costs and details determined, we will likely enter into a contract for design. Due to the freeze in Federal Funding, we may need to look at alternative sources to fund the project. More information will be presented to the City Council as we receive it.
- We are moving forward with relocating the City Council Chambers to the Library Community Room. We have obtained pricing for the audio/visual aspects needed and a new Dias. City Crews will begin the cabling portion of the project in early February.
- The City had multiple permit violations at the Wastewater Treatment Plant of our National Pollutant Discharge Elimination System (NPDES) permit from April 2022 to July 2023. Staff has had a preliminary meeting with the Oregon Department of Environmental Quality (ODEQ) to discuss these, some of which will be reduced. We will continue to work through this process with ODEQ and the City's consulting firm, Kennedy Jenks. Staff will provide an update as we learn more moving through the process.

- Staff continues to spend considerable time answering questions/complaints regarding the new City Services Fee. We are also continuing to review individual accounts, meter sizes, and door counts for multi-family complexes. With any new billing of this magnitude, we expect changes and corrections to individual accounts will be needed within the first six months as it is rolled out. Staff will work diligently to ensure that these are handled timely.
- 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.
- Staff is still focusing on the Green Peter Reservoir drawdown. Although it was halted this year due to issues related to water plant operations, the U.S. Army Corp of Engineers (USACOE) has indicated that the drawdowns will continue in future years. We will meet with Representatives from the City of Salem in early February to discuss the drawdowns. The USACOE has indicated they will begin drawdowns on Detroit Reservoir, impacting Salem's drinking water supply. They asked to meet with us to gain insight into what we have done to try and mitigate the drawdown impacts. Staff will continue to seek ways to stop it and follow through with the Tort Claim filed for damages.
- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- Continue participating in the Department of Land Conservation and Development's completion of Linn County's Natural Hazards Mitigation Plan update. This plan includes updates for all cities in Linn County and will be presented to the City Council for approval in 2025.
- We are working on a new agreement with Lebanon Farmers Market to move their location to the Holiday Station at the corner of Park and Oak Streets. The goal is to have this in place by 2025.
- Kelly Hart and I 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 working on funding opportunities to support wastewater plant projects, water service line replacements, street projects, and any other projects that could benefit the city.



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: January 2025

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for January 8, 2025 City Council meeting.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (0)
- Ordinances: (1) Comp Plan Map and Zoning Map Amendment
- Press Releases (Listserv@civicplus): (3) Notice of Construction, Phone Lines Down of City of Lebanon, Warming Center Open
- Public Meeting Notices (Listserv@civicplus): (3) City Council, Park and Tree Committee, Senior & Disabled Services Advisory Committee,
- Documents added to ORMS: 32
- Public Records Request: (2)
- Records Destruction Certification: (2) Police Department
- Liquor Licenses Processed: (0)
- Contact Us Submissions: (7) Ziplly Fiber (2), Fence Info, Park Rental, Business Info, Property Boundaries, Unlocked City Gate
- Social media: (November 15 - December 14) Facebook followers = 4,479, new followers = 16, post reached = 10,153
- City Website: 7,894 Total Users (visited the website) with 22,592 Views from December 15 – January 14. Top Four Webpages Visited: Home Page, Utility Payments, Library, Search
- Maintained the City boards/committee database, tracked terms, and archived minutes.
- Tracked all City agreements/contracts and sent out reminders about ones that are expiring.
- Tracked and archived deeds, easements, and rights of way



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MEMORANDUM

Community Development

To: Mayor Jackola and City Council
From: Kelly Hart, Community Development Director
Subject: Community Development Department City Manager Report Updates

Date: January 2025

2024 Year-End Update:

The Community Development Department experienced significant changes in 2024. With the departure of the Economic Development Catalyst in February, the department decreased staffing levels and attempted to absorb as many economic development functions as possible while finding ways to leverage outside partners to help continue our efforts.

The Planning Division was significantly impacted by tracking and responding to the extensive legislation and regulations passed by the federal and state governments. The significant long-range planning project in 2024 included implementing the Housing Production Strategy. With a state grant, the city initiated significant code amendments to implement new housing tools to promote housing development further to help meet the state's housing production targets. The Planning Division also had to respond to FEMA's pre-implementation compliance measures associated with floodplain management and the Endangered Species Act and prepare for new implementation and reporting requirements. Additional state legislation, including amendments to allowing housing in existing commercial buildings and mandatory adjustments (variances) for housing, required internal policy modifications to implement the state regulations.

The Planning Division processed 45 land use applications in 2024, the same as the previous calendar year. Most applications were related to housing development, land divisions, and subdivisions, with two commercial developments approved, Tractor Supply and Tunnel Radio. The City's largest housing subdivision in almost 20 years, with 122 lots, was approved in 2024 off Crowfoot Road. This subdivision proposal can be directly attributed to the City's completion of the westside interceptor sewer main project. It is anticipated that additional development will occur due to the availability of infrastructure.

The Planning Commission met for 7 out of 12 scheduled meetings, demonstrating a shift in application types in 2024 to minor development and land use applications approved at the administrative level. In October, Commissioner McClain resigned, and in November, the Mayor appointed Commissioner Regina Thompson, who has been attending meetings as an interested member of the public for over a year.

The Building Division saw increased permits issued and fees collected, while also seeing a \$5.7 million reduction in project valuation. The minor increase in fees while project valuation decreased was due to the fee adjustments authorized by the Council, the first significant building fee modification in over six years.

	2023	2024
Permit	693	738
Fees	\$520,679.25	\$548,565.90
Project Valuation	\$45,830,818.64	\$40,081,022.95

For the Economic Development Division, 2024 focused on evaluating what functions could be maintained without the Economic Development Catalyst's staffing assistance and how to leverage partnerships to continue the good work.

The main programs maintained were the Business Visitation Program, the Downtown Building Restoration Program, the Rural Economic Alliance (REAL), and participation in the Cascade West Economic Development District and Cascade West Regional Consortium on Wetlands. Implementation of the Economic Opportunity Analysis (EOA) was temporarily halted to focus on the strategic plan, and it was determined the EOA implementation would rely on obtaining grants and contracting with outside assistance in the future.

Overall, the Community Development Department completed a significant amount of work in 2024, and the success is largely due to the dedicated staff, including Tammy Dickey, Shawn Eaton, and Josh Bacher. 2025 is shaping up to be even busier, and I thank them for their dedication and the extremely hard work they put into making Lebanon and the Community Development Department great.

Current Updates:

Planning:

- The January Planning Commission meeting was canceled due to a lack of public hearing items.
- In January, one application was approved administratively:
 - VAR-24-13 for a sign variance for the property at 211 S Main Street
- There are currently two land use applications under review:
 - CI-24-01 for a code interpretation to determine whether recreational trails are permitted in the low-density residential zone (the applicant requested that the Planning Commission review the determination; a hearing is scheduled for the February Planning Commission meeting).
 - A-25-01 for right-of-way annexations for portions of Crowfoot Road, Stoltz Hill Road, Wassom Street, and Kees Street (hearings tentatively scheduled in February for Planning Commission and March for City Council)
- City Legislative Efforts: On January 28, 2025, the League of Oregon Cities hosted City Day at the Capitol. Mayor Jackola, City Manager Whitlatch, Public Works Director Williams, and Community Development Director Hart attended. The event included an agenda with presentations from Governor Tina Kotek and others in Legislative leadership and sessions focused on the 2025 legislative

outlook and challenges facing Oregon's cities. Four meetings were held with senators and representatives to advocate for local infrastructure funding and bring resources back to the local level.

- Staff has reviewed 98 legislative bills that may impact the city to identify how the bills align with the Council's policy positions and whether to provide testimony in support or opposition of specific bills. The list was narrowed to 33 bills of interest. However, more bills are being introduced daily. The city's lobbyist continues monitoring the bill tracker to identify potential legislation of interest and assist in drafting testimony.
- Strategic Planning Update: The City Manager and Department Heads are evaluating the final action items and calibrating the implementation matrix to ensure a consistent implementation plan over the next five years. Several action items are already underway. As part of the budgeting process, staff will propose an annual budget for a council goal-setting session to align council goals, the strategic plan, and the annual budgeting process.
- Housing Production Strategy Implementation: The code amendment process for the first round of implementation of the Housing Production Strategy is wrapping up. There will be one final Project Advisory Committee meeting to review the final proposed packet of code changes. A joint City Council/Planning Commission work session meeting is scheduled for April 9th to review the final proposed code package, with public hearings for adoption in the April Planning Commission and May City Council meetings.
- Solar Project: Staff is moving forward with identifying a consultant to assist with developing plans for grant application materials. However, grant funding opportunities may be affected based on federal policy decisions, which may delay or modify the project. Staff is monitoring the opportunities and continuing to move forward with the project as planned and will identify alternatives as necessary.
- Grant Administration:
 - Submitted applications: Thriving Communities grant. The grant was submitted for \$350,000 to help fund the waterline replacement project on Grant Street between Park Street and 3rd Street. The Thriving Communities Grant is a federally funded program. An email was received on January 29, 2025, indicating that the grant review process and program operations continue as planned until further direction is provided.
 - Awarded applications: Safe Streets 4 All grant. This is another federally funded grant. Although this grant has been awarded, the OCWCOG awaits the grant agreement.
 - Grant Research: Wastewater Treatment Plant capital grants, solar grants, emergency operations, and water line replacements.
 - Grant Administration: OCWCOG is administering the EPA grant funding the environmental assessment work currently underway for the Champion Mill site and the upcoming reuse planning process.
 - Community Development Director Hart is participating in a Local Infrastructure Hub Grant Writing Bootcamp for Developing Clean Energy & Clean Transportation Projects and Combined Railroad Crossing Elimination and Consolidated Rail Infrastructure and Safety Improvements program. The National League of Cities provides this multi-session program for free.

- Lebanon Community School District Facilities Advisory Committee: The Community Development Director continues participating in the LCSD Facilities Advisory Committee, which is on hiatus until spring.
- Natural Hazards Mitigation Plan: The City continues to participate in developing the Linn County Natural Hazards Mitigation Plan. A final draft of the plan has been circulated for review. Depending on county scheduling, the adoption process is likely scheduled for early summer.
- Multiagency Coordination on Homelessness (MAC) group: The MAC group announced during its November meeting that the 2025 Point-In-Time Count is scheduled for Wednesday, January 29, 2025, through February 5, 2025. Community Services Consortium is taking the lead in coordinating volunteers and community resources to help with the regional count of unhoused individuals.

Building:

- The city processed 39 permits in December. The total fees received were \$26,198.70, and the construction valuation was \$1,608,439.74.
- By comparison, in December 2023, 39 permits were processed. The total fees received were \$33,183.38, and the construction valuation was \$3,363,417.78.
- A current list of the more significant construction sites include:
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 19-lot subdivision (Walker & Wassom)
 - Blackrock Apartments – 12 units (2nd Street and Airport Road)
 - Airport Road Apartments – 60 units (Airport Road and Russell Drive)
 - Gas Station and Convenience Store (911 W Airport)

Economic Development:

- Strategic Plan Initiative 3.15: Business visitation program - The Community Development Director, City Manager, and both Councilors from Ward 2 visited the Veterans' Home for the January Business Visitation program. The meeting included a discussion of workforce needs, emergency management coordination between police/fire and the veterans' home, and opportunities for the city and veterans' home to partner and engage further. The visit concluded with a tour of the facility.
- Downtown Building Restoration Program: The new program application was released in early January with a deadline of February 6, 2025. Once the grant submittal window closes, a committee will be formed to review the submissions and determine which applications should be awarded grant funding.
- Rural Economic Alliance (REAL): A marketing plan has been developed based on the community survey results. The plan identifies several action items to be completed to elevate REAL's visibility in the business community and position it as a resource for new and growing businesses. The REAL group is identifying resources to help accomplish these tasks.

- Comprehensive Economic Development Strategies (CEDS) Update: The Community Development Director is participating in the regional five-year CEDS update. This strategy document and plan ensures the region and city are eligible for state and federal grants to help accomplish economic development goals.
- Strategic Plan Initiative 3.11: Respond to Business Oregon recruitments based on site availability—the Business Oregon Prospector site is reviewed weekly, and targeted emails from Business Oregon Industrial Lands Specialists are examined to determine whether a recruitment package should be submitted for the competitive bid. Based on the city’s available site inventory, there were no eligible bids in January.



MEMORANDUM

Finance Department

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

FROM: Brandon Neish, Finance Director

RE: Department Report – January 2025

- Accounts Payable
 - Payments made in December 2024; 236 checks were processed for payments of \$3,580,249.28.
 - Payments made in January 2025; 160 checks were processed for payments of \$689,123.13.
- Payroll
 - Payroll was processed on December 6th, December 20th, January 3rd, January 17th, and January 31st for all employees. In total, 124 employees were paid during the months of December and January.
 - Payroll processing has changed hands as Finance completes its reorganization after the reduction of 1.0 FTE in personnel. Minor adjustments have been necessary as training is completed but there have been no systemic issues with the software or processing.
 - ADP updated Oregon tax rates in time for the January 17th payroll (missing the first payroll of the year) but updated them incorrectly. The result was a smaller Oregon withholding than expected by \$50-100 approximately per employee. The issue seems to have been corrected in time for the January 31st payroll.
- Audit
 - Auditors were present for the interim field audit on August 15-16.
 - Auditors were present October 21-25 for the final field audit. Staff has a few items left to address, specifically capital assets, outstanding accounts payable, and some questions sent by auditors. Staff is attempting to wrap up all remaining items quickly to ensure a timely delivery of the audit report.
 - Auditors are preparing the draft financial statements, indicating the final steps are near and a published report should be available soon.
- Utility Billing:
 - 6,336 billing statements (including electronics) were mailed January 27th for a total of \$1,111,577.29 in utility revenue and \$169,293.21 in city service fee revenue.
 - 76 Owner Lien (past due) notification letters were mailed.
 - On January 9th, 454 phone calls went out to notify customers they have a past due balance.
 - There were a total of 158 lockouts in January.
 - There was a total of 394 service requests in January: 35 move ins, 158 lock-offs, 14 re-read meters, 124 reconnects, 25 move outs, 3 leak checks, 2 changed meters, 15 turn ons, 6 turn offs, 4 meter installations, no meter removals, no dead meters, no water quality checks, no pressure tests, 4 emergency requests, no meter tests, no meter locates and 4 miscellaneous requests.

Utility Billing Data

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Active Accounts	6,581	6,581	6,581	6,598	6,614	6,619	6,641	6,641	6,641	6,641	6,645	6,645	6,646
Penalty Applied	426	426	426	273	159	309	11	246	249	83	225	417	165
Lock Offs	107	77	135	71	118	77	136	72	86	118	82	N/A	158

Municipal Court Data

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Charges Filed	241	95	132	158	235	148	210	194	151	189	130	125	268
Show Cause Issued	50	55	53	58	58	46	66	41	56	65	66	76	69
Licenses Suspensions Issued	39	51	38	38	52	33	52	47	41	68	47	19	51
Warrants Issued	174	202	164	108	205	166	160	199	171	205	197	115	278
Charges Disposed	163	196	117	122	177	161	177	170	162	186	159	113	208

Accounts Payable

Checks by Date - Summary by Check Date

User: bneish@ci.lebanon.or.us
 Printed: 2/4/2025 10:03 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	058910	OREGON STATE TREASURY	12/05/2024	4,736.27
Total for 12/5/2024:				4,736.27
ACH	1000141	Payroll Processor ADP	12/06/2024	33,656.74
75648	1000619	MICHELLE SMARCZ	12/06/2024	313.69
ACH	007094	APPLICATION SOFTWARE INC	12/06/2024	511.30
ACH	036510	MISSION SQUARE RETIREMENT	12/06/2024	607.72
ACH	083848	NATIONWIDE RETIREMENT SOLUTIO	12/06/2024	1,619.27
ACH	085300	VALIC	12/06/2024	5,810.42
ACH	1000141	Payroll Processor ADP	12/06/2024	199,692.57
ACH	007094	APPLICATION SOFTWARE INC	12/06/2024	447.70
ACH	036510	MISSION SQUARE RETIREMENT	12/06/2024	605.35
ACH	083848	NATIONWIDE RETIREMENT SOLUTIO	12/06/2024	2,072.86
ACH	085300	VALIC	12/06/2024	3,369.90
ACH	1000141	Payroll Processor ADP	12/06/2024	158,448.72
ACH	002300	AFSCME COUNCIL 75	12/06/2024	1,199.25
Total for 12/6/2024:				408,355.49
ACH	057576	OR-TEC INC	12/10/2024	812.00
ACH	058015	ONE CALL CONCEPTS INC	12/10/2024	281.61
ACH	065280	PLATT	12/10/2024	1,077.31
ACH	074309	SINGERLEWAK LLP	12/10/2024	16,300.00
ACH	1000183	NATIONAL TESTING NETWORK	12/10/2024	2,400.00
ACH	1000620	IGM TECHNOLOGY CORP	12/10/2024	56,000.00
75649	1000612	CASSIE BOONE	12/10/2024	250.00
75650	009913	DREW BRIESE	12/10/2024	3,400.00
75651	018611	CORVALLIS CLINIC PC	12/10/2024	165.00
75652	018575	DAVID M COREY, Ph D	12/10/2024	1,190.00
75653	023550	EBSCO INFORMATION SERVICES	12/10/2024	1,723.86
75654	029500	CHRIS GERMOND	12/10/2024	95.00
75655	030822	GREYSTONE TACTICAL	12/10/2024	3,894.90
75656	032025	HARVEY & PRICE	12/10/2024	550.65
75657	032012	HEALTHY HOME PEST CONTROL	12/10/2024	70.00
75658	1000439	HEMPEL BACKFLOW TESTING LLC	12/10/2024	13,450.50
75659	037021	INGRAM LIBRARY SERVICES INC	12/10/2024	557.59
75660	1000572	JACKSON GROUP NW INC	12/10/2024	3,600.00
75661	1000557	K & D ENGINEERING INC	12/10/2024	246.25
75662	048007	LIGHTSPEED NETWORKS INC	12/10/2024	386.63
75663	1000293	TUNJI MABINUORI	12/10/2024	28.64
75664	003566	MACDONALD-MILLER	12/10/2024	2,793.00
75665	049519	MOTION INDUSTRIES INC	12/10/2024	9,735.72
75666	052009	NELSON TIRE INC	12/10/2024	386.67
75667	053410	NORTHSTAR CHEMICAL INC	12/10/2024	8,443.45
75668	059496	ODOT	12/10/2024	8,277.87
75669	057914	ODP BUSINESS SOLUTIONS LLC	12/10/2024	77.65

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 6.
75670	058500	OREGON ASPHALT MAINTENANCE IN	12/10/2024		15,563.77
75671	063000	PACIFIC POWER	12/10/2024		205.53
75672	068719	ROBERSON FORD	12/10/2024		84.38
75673	1000312	ZENAIDO SANTOS SALAZAR	12/10/2024		71.24
75674	070444	SAMARITAN OCCUPATIONAL MEDICI	12/10/2024		215.00
75675	072300	KIM SCHEAFER	12/10/2024		90.47
75676	025000	SUMMIT ACE HOME & GARDEN	12/10/2024		273.81
75677	082065	TWGW INC	12/10/2024		901.53
75678	082099	UDELL ENGINEERING & SURVEYING	12/10/2024		14,535.00
75679	1000615	DAVE WAGONER	12/10/2024		429.93
75680	020850	WATERCO OF THE PACIFIC NW INC	12/10/2024		290.58
				Total for 12/10/2024:	168,855.54
ACH	024566	CIS TRUST	12/12/2024		523,511.12
				Total for 12/12/2024:	523,511.12
ACH	014005	BUSINESS OREGON	12/15/2024		1,153,768.56
ACH	092909	ZIONS BANCORPORATION NA	12/15/2024		124,093.79
ACH	001505	ADP INC	12/15/2024		725.35
ACH	016500	CERTIFIED LANGUAGES INTERNATIC	12/15/2024		33.00
ACH	060000	OREGON DEPARTMENT OF REVENUE	12/15/2024		417.00
ACH	063010	PACIFIC PREMIER BANK	12/15/2024		35,746.54
ACH	1000401	ELAVON	12/15/2024		323.54
ACH	1000402	BLUEFIN PAYMENT SYSTEMS	12/15/2024		10,625.95
ACH	1000433	BLOCK INC - SQUARE	12/15/2024		70.00
				Total for 12/15/2024:	1,325,803.73
ACH	015925	CARAHSOFT TECHNOLOGY CORPOR.	12/20/2024		2,921.00
ACH	017500	CIVICPLUS LLC	12/20/2024		6,930.00
ACH	018500	CONSUMERS POWER INC	12/20/2024		2,187.46
ACH	031388	H2O INNOVATION USA INC	12/20/2024		4,335.09
ACH	040105	KENNEDY/JENKS CONSULTANTS INC	12/20/2024		2,208.59
ACH	048932	ERIK JD MOELLER, ATTORNEY PC	12/20/2024		2,166.00
ACH	048993	MORLEY THOMAS LAW FIRM	12/20/2024		17,500.00
ACH	053416	NORTHSIDE DEVELOPERS LLC	12/20/2024		144,531.44
ACH	064200	PETROCARD INC	12/20/2024		6,647.67
ACH	065280	PLATT	12/20/2024		272.49
ACH	071151	SANISTAR LLC	12/20/2024		160.00
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	12/20/2024		1,562.62
ACH	088947	WHITNEY EQUIPMENT CO INC	12/20/2024		1,158.32
ACH	1000212	BRANDON NEISH	12/20/2024		160.32
ACH	998227	GERALD WAITE	12/20/2024		200.00
ACH	079167	ERIC STEIN	12/20/2024		572.34
75681	007249	AT&T MOBILITY NATIONAL ACCOUN	12/20/2024		131.61
75682	1000419	SARAH CAMPBELL	12/20/2024		113.20
75683	016028	CASCADE OUTDOOR POWER EQUIPM	12/20/2024		618.58
75684	016500	CERTIFIED LANGUAGES INTERNATIC	12/20/2024		4.95
75685	016646	CHAVES CONSULTING INC	12/20/2024		499.77
75686	018260	COMCAST	12/20/2024		154.85
75687	027123	FASTENAL COMPANY	12/20/2024		1,943.84
75688	027122	G & S CRUSHING LLC	12/20/2024		87.84
75689	029012	GATEWAY IMPRINTS INC	12/20/2024		15.00
75690	030822	GREYSTONE TACTICAL	12/20/2024		821.72

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 6.
75691	030927	GROUNDWATER SOLUTIONS INC	12/20/2024		1,850.00
75692	1000622	GV EXCAVATION LLC	12/20/2024		16,732.00
75693	028435	HD FOWLER COMPANY	12/20/2024		495.00
75694	085077	HD SUPPLY INC	12/20/2024		281.59
75695	036206	BRENT HURST	12/20/2024		48.00
75696	037000	INDUSTRIAL WELDING SUPPLY INC	12/20/2024		54.50
75697	038001	INTERTECH	12/20/2024		1,018.50
75698	1000597	I-SECURE INC	12/20/2024		176.00
75699	027121	JOHN DEERE FINANCIAL	12/20/2024		2,922.59
75700	040625	KNIFE RIVER CORPORATION - NORTE	12/20/2024		809.75
75701	1000454	LISA LEVASSEUR	12/20/2024		250.00
75702	048532	MARKOWITZ HERBOLD PC	12/20/2024		13,496.07
75703	052030	NET ASSETS	12/20/2024		345.00
75704	053410	NORTHSTAR CHEMICAL INC	12/20/2024		18,434.48
75705	054000	NW NATURAL	12/20/2024		3,917.41
75706	057914	ODP BUSINESS SOLUTIONS LLC	12/20/2024		64.54
75707	039003	KINDRA OLIVER	12/20/2024		275.02
75708	062596	MICHAEL OSWALD	12/20/2024		95.00
75709	063000	PACIFIC POWER	12/20/2024		27,216.19
75710	064199	PETERSON TRUCKS	12/20/2024		58.26
75711	066561	PROFESSIONAL SEC ALARM CO	12/20/2024		120.00
75712	999035	RICK REED	12/20/2024		49.79
75713	003565	REPUBLIC SERVICES #450	12/20/2024		1,088.96
75714	074807	DARCY SMITH	12/20/2024		168.57
75715	075385	ANGELA SOLESBEE	12/20/2024		566.49
75716	025000	SUMMIT ACE HOME & GARDEN	12/20/2024		2,144.86
75717	082065	TWGW INC	12/20/2024		391.82
75718	088002	WALTER E NELSON CO OF EUGENE	12/20/2024		3,927.82
75719	1000452	WILLAMETTE VALLEY EXCAVATING I	12/20/2024		520,514.12
75720	090545	REBECCA WIRFS	12/20/2024		266.26
75721	106338	CENTURYLINK COMMUNICATIONS L	12/20/2024		1,846.78
75722	030822	GREYSTONE TACTICAL	12/20/2024		219.48
75723	085077	HD SUPPLY INC	12/20/2024		856.83
75724	1000092	LEVEL 3 FINANCING INC	12/20/2024		847.96
75725	086400	VERIZON	12/20/2024		11,290.40
				Total for 12/20/2024:	830,744.74
75727	UB*05070	LINDA ANDERSON	12/26/2024		141.00
75728	UB*05063	ELLIOTT BARTLOW	12/26/2024		161.83
75729	UB*05082	LETA BORG	12/26/2024		124.47
75730	UB*05064	JOSHUA & ASHLEY BROWN	12/26/2024		394.48
75731	UB*05067	KATELYN & BRITTANY BROWNELL	12/26/2024		139.26
75732	UB*05057	BRANDI & RUSTY CARL	12/26/2024		94.90
75733	UB*05077	MARY CHAPMAN	12/26/2024		161.83
75734	UB*05054	COE CONSTRUCTION CO	12/26/2024		5.48
75735	UB*05051	MICHAEL DECHELLIS	12/26/2024		155.75
75736	UB*05059	WILLIAM & JENNIE DOYLE	12/26/2024		182.49
75737	UB*05066	PRESTON ECKENRODE	12/26/2024		158.06
75738	UB*05055	ALDEN FORRESTER	12/26/2024		346.87
75739	UB*05065	TANYA GORBATENKO	12/26/2024		115.07
75740	UB*05079	ESTATE OF KAREN GUNDERSEN	12/26/2024		60.35
75741	UB*05056	MICHAEL & SAMANATHA HERGENRC	12/26/2024		12.50
75742	UB*05072	OTONIEL IBARRA	12/26/2024		180.91
75743	UB*05075	ESTATE OF IRENE JAMES	12/26/2024		489.60
75744	UB*05069	JAMES JEWETT	12/26/2024		118.19
75745	UB*05053	CELIA KU SANDOVAL	12/26/2024		134.31

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 6.
75746	UB*05012	LEBANON COMMUNITY SCHOOL DIS	12/26/2024		51.85
75747	UB*05048	MARK LUND	12/26/2024		173.89
75748	UB*05080	WILLIAM MILLER	12/26/2024		14.00
75749	UB*05074	NEUHAUSE DEVELOPEMENT LLC	12/26/2024		586.54
75750	UB*05071	OWNER/KESTER	12/26/2024		105.43
75751	UB*05081	PACIFIC NORTHWEST INVESTMENTS,	12/26/2024		226.41
75752	UB*05076	ERIC & SARA PADILLA	12/26/2024		114.04
75753	UB*05083	ESTATE OF LON & LAURA RANKIN	12/26/2024		14.29
75754	UB*05068	JENISTY RAY	12/26/2024		62.09
75755	UB*05078	SCROGGINS MILL RURAL HERITAGE	12/26/2024		254.23
75756	UB*05050	NEVA SHIELDS	12/26/2024		75.07
75757	UB*05073	ERIC SNELL	12/26/2024		169.35
75758	UB*05049	RUTH SYFERT	12/26/2024		141.24
75759	UB*05060	TS WEST LLC	12/26/2024		135.39
75760	UB*05052	NATHAN WALKER	12/26/2024		402.46
75761	UB*05062	KRESTA & HARRY WALLACE	12/26/2024		106.60
75762	UB*05058	KIM WIEGARDT	12/26/2024		200.70
75763	UB*05061	WHITNEY WRIGHT	12/26/2024		218.40
75764	1000378	DENISE CASHEN	12/26/2024		47.60
75765	1000223	JAMES GREEN	12/26/2024		73.00
75766	1000628	BOBBI JOHNSON	12/26/2024		35.00
75767	046901	LINN COUNTY TREASURER	12/26/2024		478.63
75768	058861	OREGON DEPT OF REVENUE	12/26/2024		2,739.70
75769	1000629	RICARDO PAREDES-TORRIJOS	12/26/2024		800.00
75770	087724	WAL-MART	12/26/2024		74.77
75771	999408	WILCO	12/26/2024		29.99
Total for 12/26/2024:					10,508.02
ACH	016104	CASCADE CENTERS INC	12/30/2024		96.25
ACH	018433	COMPUNET INC	12/30/2024		12,264.80
ACH	018639	CORVALLIS NEIGHBORHOOD HOUSIN	12/30/2024		48,750.00
ACH	024566	CIS TRUST	12/30/2024		168.78
ACH	048946	MOONLIGHT BPO LLC	12/30/2024		5,523.01
ACH	057576	OR-TEC INC	12/30/2024		109.00
ACH	058015	ONE CALL CONCEPTS INC	12/30/2024		271.18
ACH	060000	OREGON DEPARTMENT OF REVENUE	12/30/2024		297.00
ACH	064200	PETROCARD INC	12/30/2024		5,228.25
ACH	065280	PLATT	12/30/2024		618.40
ACH	068744	ROGERS MACHINERY COMPANY INC	12/30/2024		475.50
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	12/30/2024		1,816.84
ACH	075781	SPRINGBROOK HOLDING COMPANY I	12/30/2024		3,754.00
ACH	079449	SUMMIT ENERGY TECH CORP	12/30/2024		1,138.50
ACH	088366	WESTERN PNEUMATICS LLC	12/30/2024		10,174.00
ACH	1000244	CLEARGOV INC	12/30/2024		43,600.00
75772	000500	AA TOWING	12/30/2024		2,500.00
75773	007034	ANADYNE LLC	12/30/2024		3,451.35
75774	007044	ANALYTICAL LABORATORY & CONST	12/30/2024		1,449.00
75775	007185	ARPC	12/30/2024		1,040.00
75776	007511	THE AUTOMATION GROUP INC	12/30/2024		1,426.75
75777	1000633	B & R HOLDCO LLC	12/30/2024		95.00
75778	016302	CASCADE COLUMBIA DISTRIBUTION	12/30/2024		8,683.16
75779	106338	CENTURYLINK COMMUNICATIONS L	12/30/2024		1,847.56
75780	016646	CHAVES CONSULTING INC	12/30/2024		499.77
75781	018058	COFFIN BUTTE LF C/O VALLEY LAND	12/30/2024		14,826.24
75782	018260	COMCAST	12/30/2024		544.07
75783	018405	COMPLETE WIRELESS SOLUTIONS	12/30/2024		975.00

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 6.
75784	990177	HOLLY DAVIS	12/30/2024		100.00
75785	023550	EBSCO INFORMATION SERVICES	12/30/2024		969.00
75786	027123	FASTENAL COMPANY	12/30/2024		101.75
75787	029533	GOBLE SAMPSON & ASSOCIATES INC	12/30/2024		4,325.00
75788	030822	GREYSTONE TACTICAL	12/30/2024		191.99
75789	031421	HACH COMPANY	12/30/2024		3,285.14
75790	085077	HD SUPPLY INC	12/30/2024		1,041.63
75791	032012	HEALTHY HOME PEST CONTROL	12/30/2024		220.00
75792	1000601	HOH ENTERPRISES	12/30/2024		205.45
75793	037021	INGRAM LIBRARY SERVICES INC	12/30/2024		857.27
75794	040625	KNIFE RIVER CORPORATION - NORTE	12/30/2024		1,123.35
75795	040719	LANGUAGE LINE SERVICES	12/30/2024		20.19
75796	041981	LEBANON ANIMAL HOSPITAL PC	12/30/2024		126.50
75797	1000092	LEVEL 3 FINANCING INC	12/30/2024		847.72
75798	047011	LINN COUNTY MEDICAL EXAMINER	12/30/2024		6,000.00
75799	083811	TONY LOPEZ	12/30/2024		4,100.00
75800	998229	MIDAMERICA BOOKS	12/30/2024		218.60
75801	049519	MOTION INDUSTRIES INC	12/30/2024		1,700.52
75802	051545	NATIONAL BUSINESS SOLUTIONS	12/30/2024		1,572.95
75803	052009	NELSON TIRE INC	12/30/2024		1,104.85
75804	052410	NO-D-LAY SHOE SHOP INC	12/30/2024		233.96
75805	053410	NORTHSTAR CHEMICAL INC	12/30/2024		18,623.60
75806	100228	OFFICE DEPOT	12/30/2024		483.11
75807	1000511	OREGON RIFLEWORKS LLC	12/30/2024		31,725.34
75808	063000	PACIFIC POWER	12/30/2024		32,053.35
75809	063673	PEAK INTERNET	12/30/2024		100.00
75810	1000364	POLY-CORR INDUSTRIES INC	12/30/2024		1,436.72
75811	1000632	POZDER TOWING LLC	12/30/2024		195.00
75812	1000631	QUADIENT LEASING USA INC	12/30/2024		518.73
75813	003565	REPUBLIC SERVICES #450	12/30/2024		7,008.89
75814	075253	ROBERT SNYDER	12/30/2024		100.00
75815	075410	SOUTH FORK INDUSTRIES INC	12/30/2024		1,254.70
75816	025000	SUMMIT ACE HOME & GARDEN	12/30/2024		993.55
75817	079523	SURE CLEAN NW	12/30/2024		1,000.00
75818	082065	TWGW INC	12/30/2024		115.14
75819	083010	UNIQUE MANAGEMENT SERVICES IN	12/30/2024		23.30
75820	007312	VWR FUNDING INC	12/30/2024		90.28
75821	087715	TIMOTHY J WALLACE	12/30/2024		2,098.17
75822	089200	WILCO	12/30/2024		1,806.32
				Total for 12/30/2024:	299,595.48
75823	049005	GAYLAN MORRIS, JR.	12/31/2024		8,138.89
				Total for 12/31/2024:	8,138.89
				Report Total (236 checks):	3,580,249.28

Accounts Payable

Checks by Date - Summary by Check Date

User: bneish@ci.lebanon.or.us
 Printed: 2/4/2025 10:03 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	1000447	KOLTON KUHN	01/03/2025	178.92
Total for 1/3/2025:				178.92
75824	1000533	SANTIAM CANYON EXCAVATING LLC	01/09/2025	14,470.00
Total for 1/9/2025:				14,470.00
ACH	058861	OREGON DEPT OF REVENUE	01/10/2025	2,337.49
75825	1000638	HOLLY COLLINS	01/10/2025	100.00
75826	043918	LEBANON FIRE DISTRICT	01/10/2025	70.00
75827	046901	LINN COUNTY TREASURER	01/10/2025	466.46
75828	048577	BRIAN MCCOWN	01/10/2025	25.00
75829	1000522	WILLIAM PUFALL	01/10/2025	80.00
75830	070407	SAFEWAY	01/10/2025	20.00
75831	1000637	Charles Van Detta	01/10/2025	40.00
Total for 1/10/2025:				3,138.95
ACH	058020	OREGON DEPARTMENT OF REVENUE	01/14/2025	1,975.26
Total for 1/14/2025:				1,975.26
ACH	010010	BRIDGETOWER OPCO LLC	01/16/2025	317.02
ACH	018500	CONSUMERS POWER INC	01/16/2025	11,380.53
ACH	018602	CORRPRO COMPANIES INC	01/16/2025	910.00
ACH	040105	KENNEDY/JENKS CONSULTANTS INC	01/16/2025	6,706.91
ACH	040152	KITTELSON & ASSOCIATES INC	01/16/2025	658.75
ACH	042050	LEBANON AREA CHAMBER OF COMM	01/16/2025	2,025.00
ACH	048946	MOONLIGHT BPO LLC	01/16/2025	5,135.26
ACH	064200	PETROCARD INC	01/16/2025	6,051.03
ACH	065280	PLATT	01/16/2025	142.48
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	01/16/2025	1,562.62
ACH	1000555	MERINA & COMPANY LLP	01/16/2025	1,500.00
ACH	1000636	PROQUEST LP	01/16/2025	1,543.96
ACH	003565	REPUBLIC SERVICES #450	01/16/2025	6,445.25
ACH	058980	OREGON DEPT OF ENVIRONMENTAL	01/16/2025	3,848.00
ACH	063000	PACIFIC POWER	01/16/2025	27,247.69
75832	1000403	AMERICAN MEMBRANE TECHNOLOC	01/16/2025	525.00
75833	007044	ANALYTICAL LABORATORY & CONST	01/16/2025	809.00
75834	007249	AT&T MOBILITY NATIONAL ACCOUN	01/16/2025	131.61
75835	081444	BETTER PORTABLE TOILETS INC	01/16/2025	904.00
75836	016302	CASCADE COLUMBIA DISTRIBUTION	01/16/2025	4,531.00
75837	018405	COMPLETE WIRELESS SOLUTIONS	01/16/2025	75.00
75838	027123	FASTENAL COMPANY	01/16/2025	725.98
75839	028002	FISHER'S RPM ELECTRIC MOTORS IN	01/16/2025	13,174.58

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 6.
75840	027122	G & S CRUSHING LLC	01/16/2025		888.36
75841	029012	GATEWAY IMPRINTS INC	01/16/2025		520.00
75842	028435	HD FOWLER COMPANY	01/16/2025		290.55
75843	085077	HD SUPPLY INC	01/16/2025		525.43
75844	1000601	HOH ENTERPRISES	01/16/2025		469.65
75845	037021	INGRAM LIBRARY SERVICES INC	01/16/2025		390.74
75846	037306	INTEGRATED POWER SYSTEMS	01/16/2025		957.00
75847	1000386	IRON CLAD COMPANY	01/16/2025		3,800.00
75848	038322	JANO'S TROPHIES	01/16/2025		120.00
75849	040625	KNIFE RIVER CORPORATION - NORTE	01/16/2025		156,978.86
75850	003566	MACDONALD-MILLER	01/16/2025		1,669.00
75851	048532	MARKOWITZ HERBOLD PC	01/16/2025		3,499.10
75852	049519	MOTION INDUSTRIES INC	01/16/2025		530.70
75853	052009	NELSON TIRE INC	01/16/2025		51.36
75854	058695	OREGON MAYORS ASSOCIATION	01/16/2025		260.00
75855	063673	PEAK INTERNET	01/16/2025		1,215.47
75856	066561	PROFESSIONAL SEC ALARM CO	01/16/2025		1,767.00
75857	070444	SAMARITAN OCCUPATIONAL MEDICI	01/16/2025		105.00
75858	075397	SONSRAY MACHINERY LLC	01/16/2025		4,234.60
75859	025000	SUMMIT ACE HOME & GARDEN	01/16/2025		649.63
75860	082065	TWGW INC	01/16/2025		257.75
75861	082099	UDELL ENGINEERING & SURVEYING	01/16/2025		4,033.00
75862	086400	VERIZON	01/16/2025		5,428.58
75863	088002	WALTER E NELSON CO OF EUGENE	01/16/2025		147.50
75864	088997	WILDISH CONSTRUCTION COMPANY	01/16/2025		2,414.43
				Total for 1/16/2025:	287,554.38
ACH	042050	LEBANON AREA CHAMBER OF COMM	01/17/2025		21,250.00
ACH	048932	ERIK JD MOELLER, ATTORNEY PC	01/17/2025		2,166.00
ACH	048993	MORLEY THOMAS LAW FIRM	01/17/2025		17,500.00
75865	1000297	SHARON HAILS	01/17/2025		3,995.29
75866	999044	COLTER WILEY HESSEL	01/17/2025		38.99
75868	007035	ARCHAEOLOGICAL INVESTIGATIONS	01/17/2025		6,490.77
75869	023428	STATE OF OREGON DCBS - FISCAL SE	01/17/2025		5,166.32
75870	1000036	KELLY HART	01/17/2025		1,500.00
75871	043918	LEBANON FIRE DISTRICT	01/17/2025		1,600.00
75872	007187	RJ ARMSTRONG & ASSOC CONSTRUC	01/17/2025		10,260.00
75873	1000452	WILLAMETTE VALLEY EXCAVATING I	01/17/2025		19,256.64
75874	046901	LINN COUNTY TREASURER	01/17/2025		564.36
75875	063609	PARTNERS FOR PROGRESS INC	01/17/2025		7,500.00
				Total for 1/17/2025:	97,288.37
ACH	016104	CASCADE CENTERS INC	01/23/2025		96.25
ACH	040105	KENNEDY/JENKS CONSULTANTS INC	01/23/2025		8,498.60
ACH	048927	MK SOLUTIONS INC	01/23/2025		1,320.00
ACH	071151	SANISTAR LLC	01/23/2025		160.00
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	01/23/2025		800.87
ACH	079449	SUMMIT ENERGY TECH CORP	01/23/2025		12,040.00
ACH	993449	ENCYCLOPAEDIA BRITANNICA INC	01/23/2025		1,000.00
ACH	001505	ADP INC	01/23/2025		1,798.60
ACH	003565	REPUBLIC SERVICES #450	01/23/2025		7,583.55
ACH	018260	COMCAST	01/23/2025		718.81
ACH	063000	PACIFIC POWER	01/23/2025		61,263.33
ACH	075781	SPRINGBROOK HOLDING COMPANY I	01/23/2025		3,859.00
ACH	1000401	ELAVON	01/23/2025		302.29

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 6.
ACH	1000402	BLUEFIN PAYMENT SYSTEMS	01/23/2025		10,560.39
ACH	003565	REPUBLIC SERVICES #450	01/23/2025		738.36
75876	088002	WALTER E NELSON CO OF EUGENE	01/23/2025		330.48
75877	081500	TRAFFIC SAFETY SUPPLY CO	01/23/2025		529.93
75878	025000	SUMMIT ACE HOME & GARDEN	01/23/2025		19.16
75879	062596	MICHAEL OSWALD	01/23/2025		24.79
75880	059556	OREGON DEPT OF TRANSPORATION	01/23/2025		727.37
75881	057914	ODP BUSINESS SOLUTIONS LLC	01/23/2025		82.59
75882	053410	NORTHSTAR CHEMICAL INC	01/23/2025		4,288.40
75883	052009	NELSON TIRE INC	01/23/2025		309.20
75884	053402	NCL OF WISCONSIN	01/23/2025		802.29
75885	1000397	MADISON MEGY	01/23/2025		396.00
75886	048783	MEASURE-TECH INC	01/23/2025		740.63
75887	032012	HEALTHY HOME PEST CONTROL	01/23/2025		70.00
75888	085077	HD SUPPLY INC	01/23/2025		187.46
75889	028435	HD FOWLER COMPANY	01/23/2025		2,774.77
75890	031421	HACH COMPANY	01/23/2025		456.92
75891	009355	BOB BARKER COMPANY INC	01/23/2025		129.36
75892	081444	BETTER PORTABLE TOILETS INC	01/23/2025		904.00
75893	1000642	Kenia Aleman	01/23/2025		250.00
				Total for 1/23/2025:	123,763.40
75894	063002	PACIFIC POWER	01/30/2025		4,137.00
				Total for 1/30/2025:	4,137.00
ACH	008516	BEYONDTRUST CORPORATION	01/31/2025		9,048.63
ACH	018433	COMPUNET INC	01/31/2025		4,739.45
ACH	058015	ONE CALL CONCEPTS INC	01/31/2025		280.12
ACH	065280	PLATT	01/31/2025		229.36
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	01/31/2025		2,793.70
ACH	1000183	NATIONAL TESTING NETWORK	01/31/2025		1,250.00
ACH	1000634	CMS COMMUNICATIONS INC	01/31/2025		2,385.32
ACH	998227	GERALD WAITE	01/31/2025		200.00
ACH	065289	PITNEY BOWES GLOBAL FINANCIAL	01/31/2025		423.09
ACH	048007	LIGHTSPEED NETWORKS INC	01/31/2025		388.06
75895	UB*05032	BRANDI & JARET PUSHOR	01/31/2025		38.21
75896	002400	ALBANY & EASTERN RAILROAD CO.	01/31/2025		750.00
75897	007044	ANALYTICAL LABORATORY & CONSU	01/31/2025		678.00
75898	007185	ARPC	01/31/2025		400.00
75899	999646	CRAIG BENJAMIN	01/31/2025		100.00
75900	016302	CASCADE COLUMBIA DISTRIBUTION	01/31/2025		7,005.00
75901	106338	CENTURYLINK COMMUNICATIONS L	01/31/2025		1,808.25
75902	016646	CHAVES CONSULTING INC	01/31/2025		499.77
75903	018405	COMPLETE WIRELESS SOLUTIONS	01/31/2025		5,448.43
75904	1000523	DELAPOER KIDD PC	01/31/2025		913.75
75905	025140	EAST- LINN UTILITIES	01/31/2025		125.00
75906	027123	FASTENAL COMPANY	01/31/2025		761.92
75907	027122	G & S CRUSHING LLC	01/31/2025		172.44
75908	029012	GATEWAY IMPRINTS INC	01/31/2025		775.00
75909	030822	GREYSTONE TACTICAL	01/31/2025		2,188.45
75910	030927	GROUNDWATER SOLUTIONS INC	01/31/2025		793.48
75911	031421	HACH COMPANY	01/31/2025		992.55
75912	028435	HD FOWLER COMPANY	01/31/2025		1,680.20
75913	085077	HD SUPPLY INC	01/31/2025		2,750.53
75914	032012	HEALTHY HOME PEST CONTROL	01/31/2025		150.00

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 6.
75915	037000	INDUSTRIAL WELDING SUPPLY INC	01/31/2025		66.00
75916	037021	INGRAM LIBRARY SERVICES INC	01/31/2025		2,181.73
75917	038001	INTERTECH	01/31/2025		3,705.50
75918	1000380	KNIGHT TECHNOLOGY GROUP	01/31/2025		8,233.65
75919	1000092	LEVEL 3 FINANCING INC	01/31/2025		849.34
75920	049519	MOTION INDUSTRIES INC	01/31/2025		8,547.42
75921	051545	NATIONAL BUSINESS SOLUTIONS	01/31/2025		1,287.71
75922	052009	NELSON TIRE INC	01/31/2025		3,958.93
75923	052030	NET ASSETS	01/31/2025		525.00
75924	053410	NORTHSTAR CHEMICAL INC	01/31/2025		51,443.79
75925	058505	OREGON BREAKERS INC	01/31/2025		425.00
75926	058980	OREGON DEPT OF ENVIRONMENTAL	01/31/2025		18,129.00
75927	059556	OREGON DEPT OF TRANSPORATION	01/31/2025		22.50
75928	062720	OWEN EQUIPMENT COMPANY	01/31/2025		76.85
75929	063673	PEAK INTERNET	01/31/2025		100.00
75930	066428	PRINTING SOLUTIONS	01/31/2025		200.84
75931	066561	PROFESSIONAL SEC ALARM CO	01/31/2025		1,105.00
75932	074247	SHERMAN-WILLIAMS	01/31/2025		197.55
75933	025000	SUMMIT ACE HOME & GARDEN	01/31/2025		1,612.76
75934	1000502	TRISTAN NICHOLS TRADE COMPANY	01/31/2025		2,800.00
75935	082065	TWGW INC	01/31/2025		1,118.23
75936	083010	UNIQUE MANAGEMENT SERVICES IN	01/31/2025		93.20
75937	020850	WATERCO OF THE PACIFIC NW INC	01/31/2025		70.00
75938	089200	WILCO	01/31/2025		98.14
					<hr/>
				Total for 1/31/2025:	156,616.85
					<hr/> <hr/>
				Report Total (160 checks):	689,123.13
					<hr/> <hr/>



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4261
Angela.Solesbee@LebanonOregon.gov
www.LebanonOregon.gov

Item # 6.

MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, City Manager* Date: *February 4, 2025*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

- Recruitment:
 - Communications Specialist – See PD City Manager Report for detail.
 - Police Officer – See PD City Manager Report for detail.
 - Code Enforcement/Property Officer - See PD City Manager Report for detail.

 - Engineering Director – Position posted open until filled
 - Finance Clerk – Closed/failed. Discussing reopening.
 - LINX Driver PT – Candidate selected. Hire date pending background.

- Benefits:
 - Business as usual.

- Classification and Compensation:
 - Business as usual.

- Training and Development:
 - February All Employee training – Respectful Workplace: In Doubt? Find Out!
 - March All Employee training – Recognizing and Preventing Cyber Attacks

 - February Safety training – Why Emergency Preparedness Matters
 - March Safety training – Workplace Violence Prevention

- Performance Management:
 - 48 evaluations are past due as of 1/31/2025 (46% overall)
 - 4 in Finance (oldest is over 2 years past due)
 - 9 in City Manager’s Office (Director Evals)
 - 15 in Public Works (oldest is over 2 years past due)
 - 2 in Comm. Dev. (oldest is 5 months past due)
 - 9 in SC/LINX (oldest is over 6 months past due)
 - 9 in Police Department (oldest is over 6 years past due)

- Other
 - Performance Management module getting dusted off for a new trial run in the next few months.
 - ADP Learning module on hold.
 - Document storage system on hold.



Information Technology Services
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INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

IT

- Scheduling has been set for AV work at the Library (new Council Chambers) and an AV Court upgrade.
- The new bulk water system is successfully dispensing water to customers.
- Firewall and security upgrades were completed in January.
- Met with the Emergency Management team to discuss emergency management planning and training.
- 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

- Continued GIS/Utility Billing meter reconciliation continues as a project.
- Coordinated new address updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.



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MEMORANDUM

Lebanon Public Library

To: Mayor, City Council & Ron Whitlatch, City Manager
From: Kendra Antila, Library Director
Subject: Manager's Report

Date: January 28, 2025

- Our Friends group received a \$2,000 matching grant from the Siletz Tribal Charitable Contribution Fund for the 2025 Summer Reading Program. The funds will be used for SRP book giveaways, incentives and programs/events.
- Additionally, we received a \$3,487 Ready to Read grant from the State Library of Oregon. This grant will be used for early literacy activities for children 0-6 years old and Summer Reading programs.
- Regularly scheduled Baby & Me and Preschool storytimes resumed in January, and attendance numbers have been high.

THE CITY THAT FRIENDLINESS BUILT



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Item # 6.

MEMORANDUM

Police Department

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

Date: February 3, 2025

- For January 2025, the Patrol Division had approximately 1,332 calls for service, made 50 arrests, conducted 223 traffic stops, and wrote 145 case reports.
- We are actively recruiting to fill our Communications Specialist vacancy, three Patrol Officer vacancies and one Code Enforcement/Property Officer vacancy.
- Recruit Officer Kolton Kuhns has successfully passed all phases of field training and was released as a solo officer this past month.
- Our long-tenured Code Enforcement officer, Kevin Buchheit, officially retired at the end of December. Kevin has worked for the City for over 25 years and carries a vast amount of knowledge with him. He has agreed to stay on, working part-time, to aid with recruitment and training of the new person ultimately selected to fill that position.
- The Detectives Division remains busy. This month, they were assigned four (4) new cases, reviewed nineteen (19) DHS referrals, and were able to close out one (1) case. They conducted interviews at the ABC House, and also spent time aiding neighboring agency groups with warrant execution and drug interdictions.
- Community Services staff members Albanese and Johnson, along with members of the police department, continue to conduct extra patrol within our parks system to assist in reduction of unwanted activities (ordinance violations and trespassing), and provide guidance related to overnight camping. This past month, eight (8) individuals were trespassed from the parks for City ordinance violations. Staff continues to work diligently to provide resources to members of the houseless community; approximately thirteen (13) resource guides were handed out over the past month.
- Community Policing staff organized a Neighborhood Watch presentation at Colonia Paz with approximately 13 in attendance. During the past month there were also presentations at Pioneer School and at a women's safety group. Staff provided assistance with the local sleep trailer set-up. Staff also conducted Peer Court this past month; there were a total of 16

INTEGRITY, PROFESSIONALISM & TEAMWORK

referrals for Peer Court during 2024 (11 for juvenile runaway, two for criminal mischief, one for a traffic infraction, one for curfew violation, and one for possession of marijuana).

- There were four (4) use-of-force incidents to report for the month. (1) Officers responded to an adult male subject at an apartment complex parking lot that was lunging at vehicles as they drove by; it was also learned that the male subject had a signed Linn County judge's Order of Protection against him that prohibited him from being within the apartment complex. The male subject physically resisted when officers attempted to take him into custody for violating the restraining order, and continued to resist arrest; he was eventually placed into the WRAP restraint system and transported to Linn County Jail without further incident. The male subject did have a spot of blood on his mouth after being taken into custody, but it was of unknown origin. (2) Officers responded to an adult male who was intoxicated and suicidal. The male subject had discharged a firearm in the back parking lot of a local restaurant, then fled the area prior to officer arrival; the male subject was later located in his vehicle in an unknown driveway. When the officer attempted contact with the male subject, he immediately grabbed and pointed a firearm at the officer. The officer was able to grab ahold of the subject's hand/gun and twisted the gun out of the subject's hand. The male subject was pulled out of the vehicle, placed on the ground face-first, and taken into custody without further incident. There were no injuries. (3) An officer attempted to stop a motorcyclist, however, he fled; the officer pursued the motorcycle, and the subject ultimately stopped, but did not comply with verbal commands. The officer used his hands to push the subject off the motorcycle and onto the ground. The male subject was taken into custody without further incident, and no injuries were reported. (4) Officers responded to an intoxicated driver who crashed into multiple vehicles and was attempting to flee upon officers' arrival. Officers pointed their firearm at the subject and ordered him to the ground. The male subject complied and was taken into custody without incident; no injuries were reported. Every use-of-force incident is reviewed extensively by a Sergeant, Lieutenant, the Captain, and finally the Chief. All use-of-force incidents were found to be justified and fell within policy.

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, 2025

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – February 2025

A. Collections (Sanitary-Storm):

- Mowing
 - No mowing or weed eating.
- Manholes:
 - Inspecting manholes for I&I.
- Sewer Mains:
 - Cleaned 600 feet and video inspected 600 feet of sanitary sewer main line.
 - Flushed low flow, dead end sewer mains.
- Sewer Laterals:
 - Assisted 4 customers with sewer lateral issues.
 - Video inspected 700-feet of sanitary sewer laterals.
 - Inspected several hundred feet during locates.
 - 1 cleanout installed.
 - Conducted 4 sewer lateral replacement investigations.
 - 2 -entered program
 - 0 -not eligible or did not require replacement
 - 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:
 - Investigated two storm water complaints.
 - Completed several rounds of catch basin, curb inlet, ditch inlets, and culvert clearings during rain events.
 - Completed several rounds of catch basin/curb inlet, ditch inlets and culverts clearing during rain events.
- Special projects:
 - Located sewer mains and laterals for Ziplly Fiber
 - Assisted with several water leaks and sewer issues from boring.
 - Reviewed preconstruction plans for Engineering.
 - Monthly equipment checks and maintenance are completed.
 - Checked River Park RV Dump Station holding tank, and operation of the pump.
 - Cleared one plug in dump station.
 - Checked Gill's Landing Pump Station and pump operation.

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 cleaned weekly of leaves and other debris.
- There has also been an increase in daily vandalism and trash pick-up which has increased the amount of time it takes crews to clean restrooms and complete trash pick-up.
- Rebuilding, repairing, and repainting benches and picnic tables for all parks began.
- The pressure washing of parks has begun as the weather permits.
- Shrub and tree trimming.
- Continuing installation of new signs at Gills Landing RV Park.
- 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:

- 7 – days were spent sweeping.
- Removed downtown snowflakes and winter banners.
- Completed leaf collection through Lebanon.
- Began annual tree and shrub trimming in the right-of-way.
- Monthly equipment checks and maintenance are completed.
-
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Responded to garbage clean-ups on the roadway.
 - 5 yards of trash picked up on Burdell Blvd.
 - Trash on Tangent Street.
 - Two couches
 - Trash in ditches on Burdell Blvd.
- Graded gravel roadways, alleys, and shoulders of roads and filled potholes throughout town.
- Swept asphalt trails, removed debris, and removed downed tree limbs.
- Cut and removed brush from Cleadle Lake Trails.
- Assisted water department
 - Water lock offs
 - Repaired three water service leaks
 - 10 new water services installed
 - Dug out and replaced 3 yards worth of concrete panels from water service repairs.

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for December 2024.
- Influent flow for the month of November averaged 6.69 MGD with a peak of 14.32 MGD and a total of 207.44 MG
- Clarifier #4 WAS pump failed, Replacement recommended and ordered.

E. Water:

- Meter reading was completed.
- Daily water service orders including leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
 - Followed up on water concerns and completed sample testing requested by citizens.
 - Completed state water samples.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	67.50 MG
Finish Water Produced	58.33 MG
Water Sent to Cheadle Lake	00.00 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
0.44	1.40	1.06	0.013	0.023	0.016
Finish pH			Filtrate Fluoride (Average of Each Day)		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.41	7.98	7.75	0.00	0.00	0.00

- Fluoride injection stopped
- Decommissioning of fluoride system
- Continued membrane maintenance due to drawdown



MEMORANDUM

Senior Services & LINX Transit

Date: February 3, 2025

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 43,300 rides and on track to provide close to 75,000 rides this fiscal year.

We have hired a new part-time LINX driver who will be starting their training this week.

LINX Transit will be issuing a Request for Proposal (RFP) for our scheduling and dispatching software system next week. LINX and IT staff have been meeting virtually with different vendors who responded to our Request for Information (RFI) we published a couple of months ago, to learn more about their software products and services. This process has allowed us to compile additional information to be included in our RFP process to find the best fit for our LINX team. Some of the features on the programs should prove to be helpful for gaining efficiencies, improving accuracy and streamlining communication. We received funding through Oregon Department of Transportation (ODOT) for 80% of the cost and Linn County Statewide Transportation Improvement Funds (STIF) for the 20% match. Thank you to Andy, and other IT staff for all of their assistance with this project.

We just completed a cultural assessment for the property at Park and Oak Street, as requested by the Federal Transit Administration (FTA). We're hoping the FTA will process the paperwork quickly and give us the green light to complete the improvements at the bus stop, at Park and Oak. The improvements will be paid for through a federal grant. Thank you to Kelly and Ron for helping us through the cultural assessment process!

We are getting closer to moving the LINX fleet over to the MT Shops, on Oak Street, and planning to move the fleet over in the next few days. The project isn't 100% complete, but the gate has been installed and the lot is paved and striped. We will be installing mirrors on the fence to make it easier to check rear lights during the pre-inspection process. Maintenance is currently finishing up installation of the parking lot lights. We have yet to build a 10*20-foot storage shed, make

improvements to the shop in order to work on the buses and add an awning to cover the buses, as available funding allows. We received a STIF grant through ODOT for 80% of the cost of the project, 20% through Linn County and the City Maintenance Department has provided some in-kind for helping to complete the project. The project will be completed by June 30, 2025. We greatly appreciate the City Maintenance Department for all of their work to complete the project for our growing fleet.

Senior Center:

The new year is off to the races at the Senior Center. In order support the health objectives of more seniors, we are adding to our exercise programming. Easy Cardio will be joining our Friday line up as well, allowing participants to attend two times per week. We are replacing our weekly Get Centered class with a Gentle Flow Yoga class that will be offered two times each week.

We have been working with Lane and Linn County Behavioral Health to schedule mental/behavioral health presentations almost every month throughout 2025. Chris Eihlers will be hosting these presentations on a variety of topics with a focus on older adult well-being. Some of the topics will hopefully continue to help seniors identify and put healthy habits into action.

We are excited about a new partnership with the Law program out of Willamette University. Willamette University Clinical Law Program Trusts and Estates Clinic will present on important legal documents (Wills, Trusts, Powers of Attorney & Advance Directives) on Saturday, March 8th at 10:00am at our Senior Center. The Trusts and Estate Clinic will also share about the pro bono services that they can provide in preparing these documents for those that meet their criteria. This presentation is open to the community and family members assisting older adults are encouraged to attend. Conversations with faculty and program leaders will continue after the first presentation. We hope to strengthen this partnership to add a pop-up document clinic (or two) next year. Many seniors and their families have inquired about more financially accessible options for updating or creating important final documents. The potential for Willamette Law students to help many in our community is a huge opportunity.



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MEMORANDUM

City Recorder's Office

To: Mayor Jackola and City Council
From: Julie Fisher, City Recorder
Subject: Library Advisory Liaison

Date: 2025-02-12

I. INTRODUCTION

The Library Advisory Committee is comprised of residents who represent the community's viewpoint as it affects Library policies, programs and procedures.
LMC 2.20 and ORS 357.465

Membership: The Committee consists of up to seven voting members, one City Councilor (non-voting) and one Friends of the Library (non-voting) member. Voting members must reside within the 97355 zip code. The term of office is three years.

II. CURRENT REPORT

Past City Councilor Dykstra was appointed to serve as the non-voting Council liaison which has now become vacant. A Council liaison should be appointed to serve on this board.

The Library Advisory Committee meets at 4:30 the 2nd Tuesday of every other month as needed at the Lebanon Public Library.

III. RECOMMENDATION

Mayor appointment to fill the Council vacancy is recommended.