



CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSIONS AGENDA

December 10, 2025 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

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

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor 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 – December 10, 2025
2. **COUNCIL MINUTES:** 2025-11-12 City Council Goal Setting Work Session
2025-11-12 City Council Minutes
3. **GRANT SUBMITTAL:** Resolution No. 23 for 2025 - Business Oregon Grant Application for Wetland Delineation

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 December 9, 2025**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

REGULAR SESSION

4. Resolution No. 22 for 2025 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon FY 25-26 Budget
5. City of Lebanon 2026-2027 Legislative Policy Platform Adoption

6. Purchase Authorization for LINX Transit

7. Resolution No. 2025-24 - A Resolution Authorizing the City of Lebanon to Declare Vacant the Ward 1 City Council Seat Held by Councilor Carl Mann

8. Department Reports:

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

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

NEXT SCHEDULED COUNCIL MEETING(S): January 14, 2026 @ 6PM and January 28, 2026 @ Noon

EXECUTIVE SESSION

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

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

REGULAR SESSION

Council may reconvene into open session should action be required.

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

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<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.



CITY COUNCIL REGULAR MEETING MINUTES

November 12, 2025 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

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

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6 PM.

ROLL CALL

PRESENT

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

ABSENT

Councilor - Ward 1 Carl Mann
Councilor - Ward 2 Dave Workman

STAFF

City Manager Ron Whitlatch
Finance Director Brandon Neish
City Attorney Tre' Kennedy
City Recorder Julie Fisher
Police Chief Frank Stevenson
IT Director Brent Hurst
IT Admin Erin Gomez
Development Services Director Shana Olson

MEDIA

Sarah Brown, Lebanon Local

CONSENT CALENDAR

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Motion made to approve the consent agenda by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 McClain.

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

1. **AGENDA:** *Lebanon City Council Agenda – November 12, 2025*
2. **BOARD MINUTES:** *2025-08-25 Library Advisory Board Meeting
2025-06-18 Senior Center and LINX Transit*
3. **COUNCIL MINUTES:** *2025-10-08 City Council Regular and Executive Session Meeting
2025-10-29 City Council Executive Session Meeting*
4. **LIQUOR LICENSE:** *The Landing at Tallman Brewing, Afterglow Arcade, and Darkbloom Coffee*

PRESENTATION / RECOGNITION

NA

PUBLIC COMMENTS

NA

PUBLIC HEARING(S)

5. **Public Hearing** - *To Consider the Sale of City Owned Surplus Property – Santiam Travel Station, 750 S. 3rd Street*

Mayor Jackola excused himself from the following Public Hearing and Council President Steinhebel conducted.

The Public Hearing regarding the Santiam Travel Station located at 750 S. 3rd Street was opened at 6:02 PM.

City Manager Ron Whitlatch presented the staff report for the public hearing to consider the sale of the City-owned Santiam Travel Station, located at 750 S. 3rd Street. He explained that Oregon Revised Statutes require a public hearing following the Council's declaration of the property as surplus, which occurred on September 10, 2025, through Resolution No. 2025-14. The property is zoned Central Business Commercial within the downtown district and was originally acquired from the Southern Pacific Railroad in July 1996. The building remains listed on the local historic register, requiring that its historic character and features be preserved. Council and committee meetings previously held in the facility were relocated to the Library in June 2025, and the Lebanon Community School District also makes use of the space.

An appraisal conducted by The Jackson Group in November 2024 valued the property at \$560,000, while the Linn County real market value is listed at \$609,390. The City has received a letter of intent from RB Acquisitions LLC, associated with Rick Franklin, offering to purchase the property for \$525,000. The proposed terms include shared closing costs, with the buyer paying half of escrow and recording fees, and the seller covering title insurance and brokerage costs of 3%. Public notice of the proposed sale was issued on October 30 and November 4, in compliance with ORS 221.725 and Lebanon Municipal Code 3.16. Sale proceeds will be managed according to City financial policies and applicable legal requirements.

Whitlatch recommended that the Council conduct the hearing, consider testimony, and provide direction on how to proceed. Options include authorizing the sale to RB Acquisitions LLC for \$525,000, directing staff to solicit additional offers, or taking alternative action as deemed appropriate. He further noted that staff is reviewing the inclusion of 3rd Street within the sale boundaries, as referenced in the appraisal. Based on current research, the western half of the street will need to be vacated, with ownership reverting to the adjacent property, while the eastern portion remains deeded to the City and does not require vacation. Prior to completing the sale, access easements will be recorded for the two neighboring properties with driveways

on 3rd Street, and a public utility easement will be established to accommodate an existing stormwater pipe. Whitlatch concluded by offering to answer any questions from the Council. The question was asked if the property would return to the tax rolls, and it was affirmed.

There was no testimony either in favor or in opposition of the issue.

The public hearing was closed at 6:07 PM.

Motion made to approve the sale of the Santiam Travel Station to RB Acquisitions LLC with the terms stated in the Public Hearing by Councilor - Ward 2 McClain, Seconded by Councilor - Ward 3 Salvage.

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

6. *Public Hearing - Ordinance Bill No. 2025-10, Ordinance No. 3041 A Bill for an Ordinance Amending the City of Lebanon Development Code Regarding Changes to Code Interpretation Procedures and Park and Recreational Trail Land Use Categorization and Permitting.*

Mayor Jackola called the public hearing to order at 6:08 PM.

City Attorney Tre' Kennedy presented the staff report for Ordinance Bill No. 2025-10, which proposed amendments to the City's Development Code. He explained that the changes addressed two primary issues: code interpretation procedures and updates to definitions related to parks and recreational trails. Kennedy noted that the staff report had originally been prepared by Kelly Hart prior to her departure, with review by both himself and City Manager Ron Whitlatch.

He stated that while reviewing a recent code interpretation, staff discovered that the City had not previously adopted a formal interpretation process. After researching other jurisdictions, they modeled the proposed amendments largely after the City of Salem's code, which provided a more comprehensive and clear process for interpreting ambiguous terms and handling appeals. Kennedy emphasized that the revisions offered a cleaner and more transparent procedure without making drastic changes to existing practice.

The second component of the amendment dealt with clarifying terminology regarding recreational trails. The definition of "recreational trails" was removed and replaced with a broader category of "recreational areas," which encompasses both public and private trails as well as parks. This change was intended to make the code more consistent and user-friendly for future projects, including those related to Build Lebanon Trails and other public recreational developments.

Kennedy concluded by commending the work done by staff, noting that the amendments improved organization and usability within the code.

The Council had no questions, and no members of the public spoke in favor or opposition.

The public hearing was closed at 6:11 p.m.

Motion made to approve Ordinance Bill No. 2025-10, Ordinance No. 3041, amending the City's Development Code to revise procedures for code interpretations and update the categorization and permitting of parks and recreational areas by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 3 Salvage.

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

7. *Public Hearing: Ordinance Bill No. 2025-11, Ordinance No. 3042 - A Bill for An Ordinance Vacating Public Right-of-Way on Crowfoot Road*

The public hearing for Ordinance Bill No. 2025-11 was opened at 6:13 PM.

Development Services Director Shana Olson presented her first staff report to the Council, explaining the proposed vacation of a portion of the Crowfoot Road right-of-way. Olson stated that the City no longer requires the large parkway-sized right-of-way originally dedicated in 2011 as part of annexation requirements, since the current Regional Transportation System Plan (RTSP) no longer calls for a parkway in that area. Instead, the City will vacate the unnecessary portion and dedicate an appropriate right-of-way width for half-street improvements along Crowfoot Road. The area affected is on the south side of Crowfoot Road where a new subdivision is being developed, and additional right-of-way vacations will occur as future development proposals come forward.

Following brief clarifying questions from the Council, no public testimony was offered in favor or opposition.

The public hearing was closed at 6:14 PM.

Motion made to approve Ordinance No. 3042, vacating the identified portion of the Crowfoot Road right-of-way by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 McClain.

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

REGULAR SESSION

8. Resolution No. 21 for 2025 - A Resolution Authorizing a Transfer of Appropriations for the City of Lebanon 2025-2026 Budget

Library Services Director Kendra Antila presented an updated proposal for the library expansion project, explaining that recent community feedback and program growth prompted an increase in the project's size and scope. The original 2018 plan envisioned a 746-square-foot addition, primarily for story time, but programming has since expanded to include after-school and teen activities, requiring a larger, more flexible space. The new proposal includes a 1,600-square-foot addition—approximately 1,000 square feet for a multipurpose room and the remainder for a large vestibule and storage area. The expanded design aims to better serve the City's growing population, provide safe and appropriate space for youth programming, and reduce disruption to other library functions.

Antila noted that construction costs have increased from \$825 to \$950 per square foot, bringing the total project estimate to approximately \$1.5 million—roughly double the original size and cost. She emphasized that the project will not require new City funding, as the library plans to pursue Community Development Block Grant (CDBG) funding, community fundraising, and partnerships. Completing environmental and archaeological assessments internally and using library trust funds to finalize design and construction documents, will help improve competitiveness for grant scoring. The project aligns with City goals for youth and family engagement, equitable access, and community well-being, and could move forward quickly once funding is secured.

Finance Director Brandon Neish then explained the accompanying budget resolution, clarifying that it authorizes a transfer of expenditure authority rather than actual cash. The transfer moves unused budget capacity from the Wastewater System Development Charge Improvement Fund—originally earmarked for capital projects not proceeding this year—to the Library Special Revenue Fund. This provides the library with authority to use its own existing funds for design and grant preparation without borrowing or affecting wastewater funds. Neish confirmed the legality of this structure under state budget law and that auditors had verified the approach.

Following discussion, the Council expressed strong support for the project and appreciation for the library's community impact.

Motion made to approve Resolution No. 2025-21, authorizing the appropriation transfer for the library expansion project by Council President - Ward 3 Steinhebel, Seconded by Councilor -

Ward 2 McClain.

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

10. Department Report

City Manager Ron Whitlatch provided an update on recent departmental changes and staffing at City Hall. He formally introduced Shana Olson as the new Development Services Director, noting she will oversee development and general engineering functions. Kolson Shanks previously handling capital projects, has moved to the development side as a project manager, taking over Shana's former responsibilities. Mike Trippett, a long-time city employee, has agreed to serve as City Engineer, with the engineering team now reporting to Director Jason Williams. The City is eliminating the Engineering Director position and may hire an assistant city engineer as part of succession planning, anticipating Mike Trippett's eventual retirement. Whitlatch emphasized that these changes place the right personnel in the right roles and provide some cost savings. He also reminded the Council of the State of the City Chamber lunch on December 5th, where he and the Mayor will present the State of the City address, and offered to answer any questions.

ITEMS FROM COUNCIL

Councilor McClain asked if any of the funds from the purchase of the Santiam Travel Station could be used toward the Library Expansion Project. Finance Director Neish stated that the Council could choose what to do with those funds as they were not from any enterprise or dedicated fund.

PUBLIC/PRESS COMMENTS

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

Sarah Brown with the Lebanon Local had questions regarding the sale of the Santiam Travel Station specifically on the sale amount and the buyer. It was noted the details are listed in the Council packet.

NEXT SCHEDULED COUNCIL MEETING(S): 2025-12-10 City Council Regular Meeting

ADJOURNMENT

The meeting adjourned at 6:37 PM.

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LEBANON CITY COUNCIL WORK SESSION (GOAL SETTING) MINUTES

November 12, 2025 at 12:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

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

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

CALL TO ORDER WORK SESSION

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

The work session was called to order at Noon.

PRESENT

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

ABSENT

Councilor - Ward 1 Carl Mann

STAFF

City Manager Ron Whitlatch, Police Chief Frank Stevenson, Development Services Director Shana Olson, Public Works Director Jason Williams, Library Services Director Kendra Antila, Senior Center and LINX Director Kindra Oliver, Human Resources Director Angela Solesbee, Finance Director Brandon Neish, City Recorder Julie Fisher, IT Director Brent Hurst, City Attorney Tre' Kennedy (excused early)

DISCUSSION ITEMS

Consultants Sara Wilson and Ashley Sonoff of SSW Consulting led the discussion on the Strategic Plan review and update.

- 1. Strategic Plan Review and Update:** Council members and staff will participate in a review of the Strategic Plan. Council will take no official actions.

The City Council and City leadership team met with SSW Consulting to review year one of the City's five-year Strategic Plan and establish priorities for year two. The session included a

review of accomplishments, organizational context, core functions, funding outlook, and other key considerations including community needs, political factors, and IT resources.

Through discussion, the Council identified the Wastewater Treatment Plant Project as the highest priority, followed by reopening the Municipal Jail, potentially funded by a local option levy in November 2026. Additional priorities included development of the Champion Mill site. Staff were provided policy direction to align resources and funding to support implementation of these priorities. The strategic plan will be updated to reflect year two initiatives and Council priorities and will be presented for review and adoption at a future regular City Council meeting.

ADJOURNMENT

The meeting adjourned at 3:22 PM.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4923
www.lebanonoregon.gov

Item # 3.

MEMORANDUM

Development Services

Date: December 1, 2025

To: Mayor Jackola and City Council
From: Shana Olson, Development Services Director
Subject: A Resolution to authorize submittal of a Business Oregon Grant Application

I. INTRODUCTION

The City of Lebanon is actively working to advance a key industrial site toward shovel-ready status to support future economic development and job creation. A critical component of this effort is obtaining an updated wetlands delineation to confirm the current extent and location of wetlands on the site. This information is necessary for site planning, permitting, infrastructure design, and assessing overall development potential. To help fund this work, Business Oregon provides grant assistance for site readiness activities, including wetlands delineation studies.

II. CURRENT REPORT

City staff is preparing an application to Business Oregon requesting funding to hire an environmental professional to complete the wetlands delineation study. As part of the grant application process—and in accordance with City procedures—a formal resolution of support from the City Council is required. Attached for consideration is a draft resolution.

III. RECOMMENDATION

Approve Resolution No. 2025-23 authorizing staff to apply for the Business Oregon Grant and authorize the City Manager to sign any required documents.

**A RESOLUTION AUTHORIZING SUBMITTAL OF
AN APPLICATION FOR THE BUSINESS OREGON
GRANT AND AUTHORIZING THE CITY
MANAGER TO SIGN ALL APPROPRIATE
ASSOCIATED DOCUMENTS**

) **RESOLUTION NO. 2025- 23**
)
)
)
)

WHEREAS, the City of Lebanon is working to advance a key industrial site to shovel-ready status in order to support economic development and future job creating within the community; and

WHEREAS, updated wetlands delineation is required to determine the current extent of wetlands on the site and to support necessary permitting, site planning, and infrastructure development activities; and

WHEREAS, the City seeks financial assistance through the Business Oregon Grant to hire qualified professionals to complete the updated wetlands delineation for the site;

NOW, THEREFORE, BE IT RESOLVED the Council of the City of Lebanon herein authorizes the staff to apply the Business Oregon Grant to complete a Wetlands Delineation Study.

SECTION 1. The Lebanon City Council will accept any Business Oregon award resulting from this application.

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

Passed by the Lebanon City Council and executed by the Mayor on this 10th day of December 2025 by a vote of ____ yeas and ____ nays.

CITY OF LEBANON, OREGON

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

ATTESTED BY:

Julie Fisher, MMC, City Recorder



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4918
www.lebanonoregon.gov

MEMORANDUM

Public Works

To: Mayor Jackola and City Council

Date: November 5, 2025

From: Jason Williams, Public Works Director

Subject: Sewer Lateral Launch System – Budget Transfer & Purchase Approval

I. INTRODUCTION

The purpose of this item is to request approval to purchase a sewer lateral launch system for the wastewater division in Public Works. This equipment will allow staff to better locate, identify, and inspect sewer laterals extending from City sewer mains to private property. This improves accuracy during maintenance and repair work, reduces excavation time, and supports more efficient response on service calls.

Currently, identifying lateral connections requires repeated excavation or additional contractor assistance. A lateral launch system integrates with our existing camera equipment to scope lateral lines directly from the main line. This increases workflow efficiency, reduces utility impacts to residents, and supports long-term asset management of the wastewater system.

To fund the purchase, a transfer of appropriations is requested from the Wastewater Fund's Improvements line to the Other Equipment line. Adequate funds exist in the capital project allocation, and the transfer does not affect service levels or planned projects.

II. RECOMMENDATION

Staff recommends the City Council approve the transfer of appropriations and authorize the purchase of the sewer lateral launch system.

A RESOLUTION AUTHORIZING A TRANSFER OF) RESOLUTION NO. 2025-22
APPROPRIATIONS FOR THE CITY OF LEBANON)
2025-2026 BUDGET)
)

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

WHEREAS, the wastewater division in Public Works wishes to purchase a sewer lateral launch system to better identify, mark, and scope sewer laterals coming off the sewer mains to private property; and,

WHEREAS, resources exist in sewer capital projects that could be reappropriated to cover this purchase.

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

Section 1. Authorizes the following transfer of appropriations of the 2025-2026 budget:

<u>Account</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Adjustment</u>	<u>Amended Budget</u>
<u>Wastewater Fund</u>				
<i>Collections</i>				
470-470-72600	Other Equipment	-	160,000	160,000
470-920-72300	Improvements	1,550,000	(160,000)	1,390,000

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

Passed by the Lebanon City Council and executed by the Mayor on this 10th day of December, 2025 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTEST:

Julie Fisher, MMC, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.lebanonoregon.gov

Item # 5.

MEMORANDUM

City Manager's Office

Date: November 26, 2025

To: Mayor Jackola and City Council
From: Ron Whitlatch, City Manager
Subject: City of Lebanon 2026/2027 Legislative Policy Platform

INTRODUCTION

Attached is the 2026/2027 Legislative Policy Platform for City Council consideration and adoption. This document outlines the City's key priorities and policy positions for state and federal legislative engagement over the next two years.

BACKGROUND & DISCUSSION

The platform was developed following the City Council Work Session held this summer, where Council provided direction on Lebanon's legislative priorities. Staff incorporated that guidance—along with input from the Director Team—to prepare a comprehensive policy framework that will guide the City's advocacy throughout the 2026 and 2027 legislative cycles.

The Legislative Policy Platform consolidates the City's positions across several major policy categories, including:

- Infrastructure and Utilities
- Housing & Quality of Life
- Public Safety
- Public/Community Health
- Technology & Digital Equity
- Tax Policy & Fiscal Flexibility

The platform identifies areas where the City will Support, Oppose, Advocate, or Monitor legislative proposals. This framework is designed to ensure clarity and consistency in the City's communication with legislators, partner agencies, and statewide advocacy organizations.

The platform's purpose is to:

1. Guide Legislative Advocacy Efforts

Establishes a unified approach for staff and City leadership to engage with policymakers during legislative sessions and interim committee work.

2. Ensure Alignment With Council Direction

Based directly from Council guidance provided during the summer work session.

3. Strengthen Coordination and Communication

Ensures the City speaks with a consistent and unified voice when responding to legislative issues or participating in regional or statewide coalitions.

4. Support Long-Term Community Priorities

Emphasizes local control, opposition to unfunded mandates, responsible fiscal policy, and investment strategies that support Lebanon's infrastructure, services, and livability.

This platform will help guide the City's ability to advocate effectively on behalf of Lebanon residents during upcoming legislative sessions.

RECOMMENDED ACTION

Staff recommends that the City Council adopt the 2026/2027 Legislative Policy Platform as presented.

2026/2027 Legislative Policy Platform



The City of Lebanon's 2026/2027 Legislative Policy Platform outlines our positions and advocacy priorities across the topics of **Infrastructure, Housing, Public Safety, Health, Technology, and Tax Policy**. This document guides our engagement with policymakers, ensuring Lebanon's voice is heard and our community's needs are met.

Our approach is defined by four key actions: **Support, Oppose, Advocate, and Monitor**.

Policy Engagement Actions



Support

Expressed through conversations, emails, and written testimony to policymakers.



Oppose

Expressed through conversations, emails, and written testimony to policymakers.



Monitor

Perform ongoing tracking of policy efforts for future discussion or action.



Advocate

Engage in active position advocacy, including policy development, in-person testimony, and coalition building.

These actions ensure Lebanon's interests are represented at every stage of the legislative process.

Item # 5.

Infrastructure: Building for the Future

Support and Advocate for dedicated funding for local transportation, water, wastewater, and stormwater systems.

Advocate for flexible and expanded infrastructure funding sources, including impact fees, local revenue tools, and increased federal cost-sharing.

Support Oregon Water Resources Department's "Place Based Planning" to ensure Lebanon's water supply needs are represented in the region.

Support expansion of Operator-In-Training programs through Oregon DEQ to strengthen water/wastewater workforce.

Oppose unfunded mandates and restrictions on city discretion and home rule in infrastructure priorities.

Support multi-modal and safe transportation programs, maintaining the existing 50-30-20 State Highway Fund distribution and growing local programs' share.

Support continued fiscally sound State investment in water/wastewater infrastructure, including DEQ/NPDES compliance assistance and PFAS/PHAS treatment.

i Key Emphasis: Lebanon champions innovative, flexible funding and local control to ensure resilient, future-ready infrastructure.

Housing & Quality of Life



Production Targets

Support housing policy aligned with local infrastructure and growth capacity.



Infrastructure Tied to Housing

Support and Advocate for policies linking infrastructure funding to housing development to deliver water, wastewater and transportation needs that mirrors growth.



Local Authority

Oppose and Advocate against policies that undermine local planning authority.



Community Livability

Support investments in libraries, transit, and climate resilience programs that support localized Quality of Life.



Workforce & Flexibility

Support expanded state assistance to local governments for technical training, staff capacity, and workforce development needed to meet new housing mandates and production targets



Prioritization

Advocate for prioritization of existing housing programs and flexibility in their implementation before enacting new policies, in recognition of local limits and the need for practical coordination

i Key Emphasis: We support smart investments in Livability, Housing and support of housing objectives, and local control of planning and execution.

Public Safety



Community Safety

Support and advocate for responsible Community Safety and Livability projects that improve law enforcement, fire and emergency services.



Recreational Immunity

Support permanent statutory clarity and protections under Recreational Immunity for City-owned parks and facilities..



Drug Policy Reform

Support and Advocate for continued statewide reforms to drug crime policy that positively impacts local law enforcement and community livability.




Resource Allocation

Oppose realignment or cost-shifting measures that transfer or shift correctional/parole responsibilities to Cities without resource allocation



Resource Funding

Oppose state cost-shifting measures for emergency services without full resource allocation, and Support new funding for anchor public safety projects where tourism or growth increases demand.

 **Lebanon's Commitment:** Working to ensure Public Safety and Community Health through responsible investment, statutory clarity, and opposition to unfunded mandates.

Public/Community Health

Support a robust State response to homelessness with flexible funding aligned with local mitigation strategies.

Support and Advocate for responsible expanded Behavioral Health and Addiction treatment resources in Linn County.

Monitor the Oregon Health Authority's administration of Medicaid funding relative to continuity of care for residents.

Support addiction policy reform that directs available resources into treatment while preserving enforcement mechanisms.

Support comprehensive homelessness response packages, ensuring baseline funding for coordinated shelter, rapid rehousing, safe parking, outreach, and capital for shelter infrastructure across all city sizes.

Advocate for restoration and enhancement of cities' ability to regulate public camping, supporting clarity and local discretion in policy tools as federal court guidance evolves.

Support expanded behavioral health beds, civil commitment reforms, and enduring investment in addiction and behavioral health treatment facilities to address workforce and care gaps.

Support energy affordability measures for residents, especially those on fixed or lower incomes, by backing modernization of rate structures and investment in efficiency/renewable programs.

Technology & Digital Equity



Cost Recovery

Support policies enabling cities to recoup costs from utility providers for the use of a public right-of-way and administer appropriate franchise or licensing fees for embedded infrastructure.



AI Standards

Support secure, transparent, and ethical statewide AI standards and responsible municipal adoption.



Cybersecurity

Monitor legislative efforts on AI, data privacy and cybersecurity relative to municipal impacts.



Resiliency

Support policies and funding for municipal resilience/affordability in energy distribution, grid modernization, and battery storage, given increased utility costs and climate pressures.



Training

Advocate for access to bilingual and regional operator-in-training apprenticeships for critical city utility workforce development



Digital Availability

Monitor Universal Digital Availability programs that expand access for underserved communities.



AI Funding

Support responsible policies that fund responsible Municipal AI adoption, including permitting, chatbots and utility monitoring.



Unfunded Mandates

Oppose unfunded cybersecurity and AI mandates that create undue local administrative burdens



Modernization

Support modernization of digital access and remote participation in city decision-making and monitor advances in AI and cybersecurity with readiness to advocate for local resource support.

Lebanon's Commitment: Supporting fiscally sound public utility management, digital access policy, AI/modernization and continued opposition to unfunded mandates.

Tax Policy & Fiscal Flexibility

Support Revenue Growth

Increase Lebanon's share of marijuana and alcohol tax revenues.

Support and Advocate Flexibility

Use of lodging tax revenues for a broader scope of community needs

Monitor Road User Fees

Track conversion of gas tax to road-user fees, ensuring city revenue authority is preserved.

Oppose and Advocate Against Revenue Restrictions

Policies that restrict tax-base land availability or diminish city revenue authority.

Advocate for Fiscal Tools

Reforms to preserve our share of excise and impact taxes as Oregon transitions to new road user/electric vehicle fee models

Oppose Loss of Local Control

Efforts to reduce control of locally revenues or undermine current tools for infrastructure and housing investment



Lebanon's fiscal policy platform is rooted in flexibility, local control, and sustainable investment for the city's future.

Item # 5.





925 S. Main Street
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MEMORANDUM

To: Mayor Jackola and City Council
From: Kindra Oliver, LINX & Senior Services Director
Subject: **Approval to Purchase – Place Holder Memo**
ODOT Grant (#35647) and Statewide Transportation
Improvement Funds (STIF) Discretionary Grant (#35890) -
CDL Bus Purchase; ODOT Grant (#35673) and STIF Grant
(#35890) – Non-CDL Bus Purchase

Date: December 10, 2025

I. INTRODUCTION

LINX Transit posted Request for Quotes (RFQ) to three vendors on the Oregon State Price Agreement for two new buses.

Staff timed the release of these RFQ's in order to take possession of the buses when the Oregon Department of Transportation Public Transit Division will have the federal dollars on hand to reimburse expenses in a timely manner, which should be late spring 2026. We anticipate taking possession of the buses toward the end of FY25-26 or beginning of FY26-27.

This memo serves as a place holder, City Staff will present the results of vendor quotes and recommendation for the award at the City Council Meeting on December 10, 2025.



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MEMORANDUM

City Recorder's Office

To: Mayor Jackola and City Council
From: Julie Fisher, City Recorder
Subject: City Council Vacancy

Date: December 10, 2025

Purpose

The purpose of this memo is to present a resolution declaring the Ward 1 City Council seat vacant due to the resignation of Councilor Carl Mann, consistent with the requirements of the Lebanon City Charter, and to outline the proposed appointment timeline.

Background

Chapter VII, Section 33 of the Charter of the City of Lebanon states that an elected office becomes vacant upon the incumbent's resignation. Councilor Carl Mann has formally submitted his letter of resignation, and his current term is scheduled to expire on December 31, 2026.

In anticipation of the vacancy, staff recommends establishing a clear process and timeline for filling the position through Council appointment. Staff proposes that following a public notice and acceptance of applications, candidate interviews take place during the January 28, 2026 City Council meeting, with the selected appointee being sworn in at the February 11, 2026 meeting.

Resolution

The attached resolution formally declares the Ward 1 City Council seat vacant effective 12:01 AM on December 11, 2025 and affirms that the vacancy shall be filled by appointment of a qualified individual by a majority vote of the incumbent members of the Council, as allowed by the City Charter.

Requested Action

Staff respectfully requests that the City Council adopt the attached resolution declaring the Ward 1 seat vacant and approving the proposed timeline for appointment.

To whom it may concern

December 2, 2025

I, Carl Mann, hereby resign from my position on the Lebanon City Council, Ward 1, effective December 4, 2025. I appreciate the time I have been able to serve and regret that current circumstances prevent me from completing my term. It has been a pleasure serving with you, and I am confident the Council will continue to serve the community well.

Respectfully,

Carl Mann



A RESOLUTION AUTHORIZING THE CITY OF)
 LEBANON TO DECLARE VACANT THE WARD)
 1 CITY COUNCIL SEAT HELD BY COUNCILOR)
 CARL MANN)

RESOLUTION NO. 2025-24

WHEREAS, Chapter VII, Section 33 of the Charter of the City of Lebanon requires that an elected office shall be deemed vacant upon the incumbent's resignation; and

WHEREAS, City Councilor Carl Mann has submitted a letter of resignation; and

WHEREAS, the City Council would like to conduct interviews for a replacement at the January 28th, 2026 City Council Meeting, with a swearing in at the February 11th, 2026 meeting; and

WHEREAS, City Councilor Carl Mann's term expires December 31, 2026.

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

Section 1. The City Council seat of Carl Mann, Ward 1, is hereby declared vacant effective 12:01 AM on December 11, 2025 and shall be filled through appointment by a majority of the incumbent members of the Council.

Section 2. This resolution shall be effective immediately upon passage.

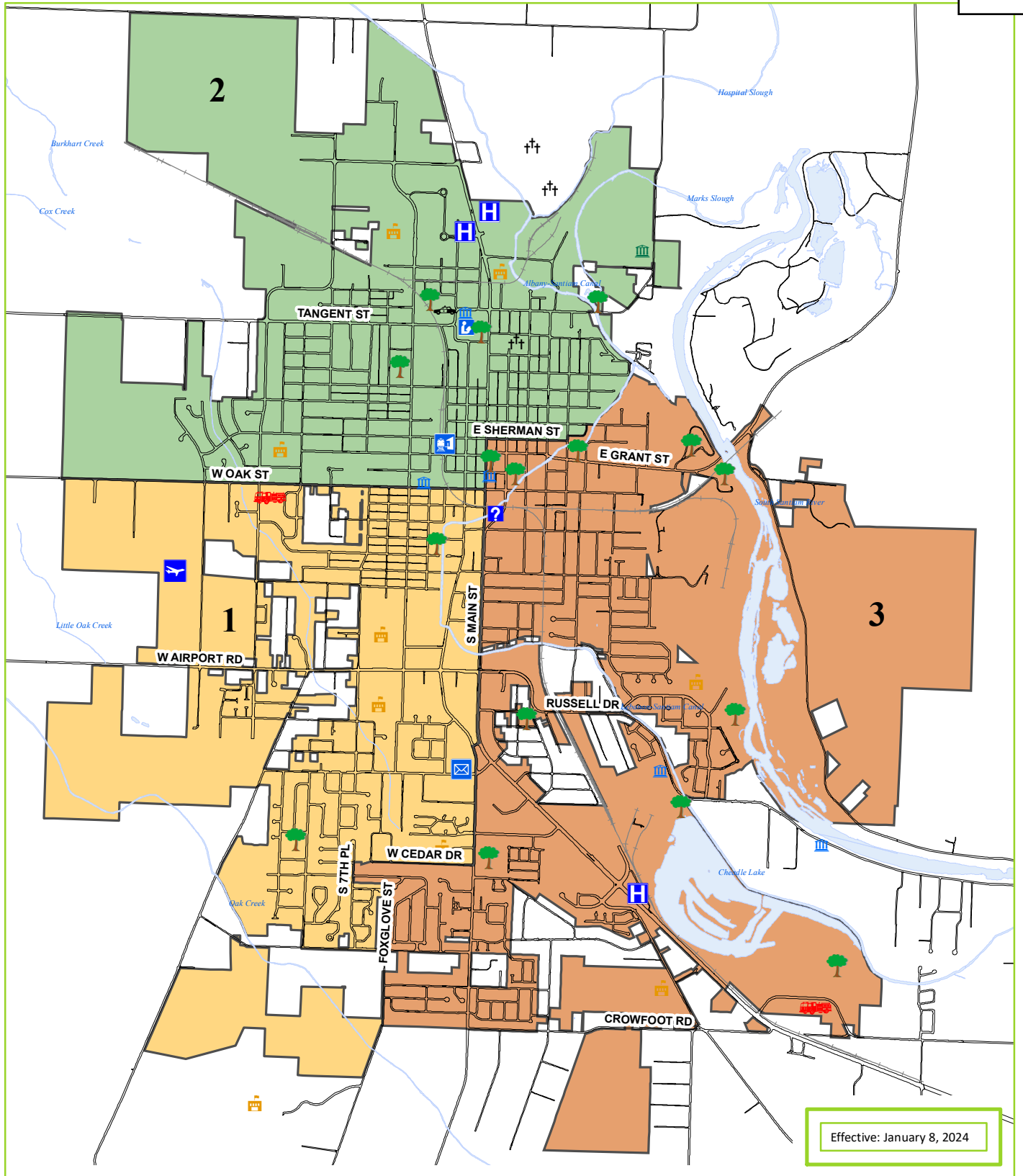
Passed by the Lebanon City Council and Approved by the Mayor on the 10th day of December 2025 by a vote of ____ in favor and ____ against.

CITY OF LEBANON, OREGON

 Kenneth Jackola, Mayor ☐
 Michelle Steinhebel, Council President ☐

Attested:

 Julie Fisher, MMC, City Recorder



City of Lebanon
Ward Boundary Map and City Council Members
Mayor Kenneth E. Jackola



Ward 1 / Oak Creek

Dominic Conti
Carl Mann

Ward 2 / Pioneer

Dave Workman
Dave McClain

Ward 3 / Santiam

Michelle Steinhebel, President
Jeremy Salvage



CITY COUNCIL INTERVIEW QUESTIONS

- 1) What do you perceive to be the three most important concerns facing Lebanon?**
- 2) What areas of Lebanon do you think present an opportunity for redevelopment and revitalization? What do you think would be an appropriate approach for the City?**
- 3) As a City Councilor, you sometimes have to make unpopular decisions. How will you handle those who criticize you or a decision you have made?**
- 4) What do you see as key elements in a productive relationship between the Mayor, City Manager and Council?**
- 5) If selected, what would your top three priorities be as a City Councilor?**
- 6) Do you have any additional comments or questions for the Council?**



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MEMORANDUM

Administration

To: Mayor Jackola and City Council

Date: December 1, 2025

From: Ron Whitlatch, City Manager

Subject: **Administration Update – November 2025**

- Lebanon was one of three cities invited to participate in a discussion about the challenges of infrastructure funding with the Governor's Regional Solutions Team on November 13th. This is part of an ongoing effort to advocate for additional State funding for local jurisdictions.
- We are continuing to work with Business Oregon on a potential Industrial Economic Development where the company is looking to expand on the West Coast. Lebanon is one of two sites being considered in Oregon. Business Oregon has asked the City to apply for a grant to provide an updated Wetlands Delineation for the properties under consideration.
- Staff is continuing to work with the Oregon Department of Environmental Quality (ODEQ) to determine the final fine that will be assessed to the City for the permit violations at the Wastewater Treatment Plant. Staff will provide an update as we learn more throughout the process.
- Staff will present the updated Strategic Plan and Priorities list to the City Council in January for adoption. We are currently working with Sara Wilson of SSW Consulting to complete the changes to the document based on the Goal Setting Session held on November 12th.
- We are continuing to work with our outside legal counsel for claims against the Army Corps of Engineers (USACOE). The claim will be filed with the Federal District Court in the coming weeks. This is likely to be a lengthy process, and we will provide more information as it becomes available.
- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.
- As discussed at the November 12th City Council Meeting, we are navigating the re-organization of the Development and Engineering Departments and getting everyone up to speed.
- Staff is continuing to work on the sale of the Santiam Travel Station. Staff will be working with Udell Engineering to vacate a portion of the Third Street Right-of-Way

and to draft easements for recording. We are also working with outside legal counsel to develop the final sales agreement. This process will likely be complete in January.

- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- We continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments twice a month to identify grant opportunities that could benefit the City. We are currently exploring funding opportunities to support wastewater plant projects, water service line replacements, street projects, and other initiatives that will benefit the city. Susan is submitted a DLCD Technical Assistance Grant on behalf of the City to update the Parks and Trails Master Plan. We will be notified if it is successful in the next couple of months.
- We have received a Planning Grant for a sanitary sewer analysis and transportation analysis of the Champion Mill site. We are currently under contract with Kittleson Engineers to complete the transportation aspect of the grant. We will engage a consulting firm to initiate the analysis for the off-site sanitary sewer improvements required for the future redevelopment of Champion Mill.
- Over the next couple of months, Staff will be reviewing all city-owned properties in an effort to identify properties no longer needed. Once the list has been updated, Staff will engage the City Council to recommend any that should be declared surplus.
- Thanks to the members of the City's Communications Committee for all of the work they have done to get prepared for the City's Holiday Party on December 12th. This is the time for staff to come together, socialize, and get to know employees from other Departments. We will also be recognizing Staff with "Years of Service" awards.
- Mayor Jackola, Finance Director Brandon Neish, and I gave the State of the City presentation for the Lebanon Chamber Forum Lunch on December 5th. This is a presentation we give every year, and it is an excellent opportunity to engage community members and provide them with an update on the City Government.



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MEMORANDUM

Development Services

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

Date: December 1, 2025

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

Planning

The regular November Planning Commission meeting included one public hearing:

- CU-25-02 – The Planning Commission approved a Conditional Use for a gas (filling station at 3300 Burdell Boulevard.

There are currently nine land use applications under review for six projects:

- PLA-25-04 – a property line adjustment to adjust the line between two properties at 221 S 12th Street.
- AR-25-08, MLP-25-05 & VAR-25-07 – includes a Land Partition to create three lots, an Administrative Review to create one zero-lot line lot, and a Class II Variance to reduce the rear yard setback of the existing dwelling at 760 E Elmore Street.
- MLP-25-04 – a land partition to create three lots at 981 W Airport Road
- AR-25-07 & MLP-25-03 – includes a Land Partition to create two townhome lots, and an Administrative Review to allow the construction of two townhomes at 433 W Mary Street.
- AR-25-06 – Administrative Review for park improvements, including connection of trails at River Park.
- VAR-25-05 – Fence variance at 3355 Snow Peak Place.

Building

	October 2025	October 2024
Permits Issued	49	52
Fees Received	\$57,269.61	\$34,274.36
Construction Valuation	\$4,027,117.78	\$1,608,439.74

A current list of the more significant construction sites include:

- 12-Unit Multi-Family (Market Street)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 10-lot subdivision – Phillips Estates (Phillips Way)
 - 19-lot subdivision (Walker & Wassom)
 - RV Storage (Laredo Way)
- Staff have partnered with the Finance Department to conduct a comprehensive audit of service accounts. The project is approximately 35% complete, with a reassessment of the projected completion date scheduled for end of December.

Engineering – Development Projects

In Review / Pending Construction

- Honeybee Stamps: Site plans approved; pending permit issuance.
- Bates Storage (Hansard Ave): Plans stamped and approved; pending permits.
- Cedar Ridge Subdivision: Located off S. 5th Street north of Joy Street; comments returned to the engineer for revisions.
- Elmore Townhomes: Plans returned to the engineer for revisions.
- Stoltz Hill & Twelfth Street Subdivision: Traffic Impact Analysis draft under review.
- Western University Campus (150-acre site): Traffic Impact Analysis draft complete and under review.

Under Construction

- Ziply Fiber: Franchise permit issued; citywide fiber internet infrastructure construction underway.
- Madelyn Meadows Subdivision (Walker & Wassom Streets): Final punch list provided to contractor. Public improvements have been bonded and plat signed. Homes are under construction; occupancies are on hold pending acceptance of public improvements.
- Mill Race Station RV Storage: Contractor has completed onsite hydrant installation; project under active construction. Hydrants are operational and pending final acceptance.
- Cedar Springs Estates (Mazama Way): Construction nearing completion; developer bonded the minor remaining items for plat approval, building permits to follow the 1st of the year.
- Tri-Plex (S. 7th Street): Site utility construction underway.
- Herman's Subdivision (Crowfoot Rd): Sewer line construction complete and tested, contractor constructing new water main. Offsite roadway improvements on Crowfoot Road are under construction.
- Kees Street Subdivision: Construction of half-street improvements is nearing completion. Contractor finishing up minor items for a final punch list.
- Maple Street Sewer Extension: Construction complete; contractor performing final site restoration.
- Villalobos Real Estate: Building permit issued; contractor working on site. New driveway approach is to be constructed with site improvements.
- Mill Race Station Phase II: Includes the extension of 5th Street to Hwy 20 and Laredo Way. Public Improvement Permit issued, utility construction in progress.

Complete

- Valley Life Church: construction complete and accepted.
- Tractor Supply: Temporary occupancy granted awaiting contractor to complete final punch list.
- Gas Station (Stoltz Hill & Airport Rd): Final occupancy granted

City Legislative Efforts

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

Grant Administration

- Champion Mill Site: We received the second Phase II testing results. DEQ has also accepted the work plan for the third round of Phase II testing. The next round is scheduled for December 2, 3, and 4, 2025. Consultants for both the market analysis and transportation study are assessing the commercial viability of the site based on the site's constraints.

Economic Development

- Strategic Plan Initiative 3.15: Business visitation program—Due to recent staffing changes and departmental restructuring, business visitations are anticipated to resume January 2026.
- Downtown Building Restoration Program: Two outstanding grant applications for this cycle are for the Lebanon Hotel and the old Wells Fargo building. Wells Fargo is currently under construction. Staff collaborated with the Chamber collaboration to assist in implementation and marketing.
- Strategic Plan Initiative 3.11: Business Oregon Prospector site is reviewed weekly and evaluate targeted recruitment inquiries from Industrial Lands Specialist to determine eligibility for competitive site submissions.
- One significant recruitment opportunity was received, and the Economic Development Team delivered a comprehensive presentation that resulted in the City being shortlisted as one of two potential locations in Oregon. A final decision from the prospective business is expected by the end of the year.
- A Wetlands Delineation Study grant application is underway with Business Oregon. This study will update the site's wetlands delineation and is a key step toward making the property shovel ready.



MEMORANDUM

City Recorder's Office

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

			• Nov 2025	• Oct 2025
Community Engagement	Subscribers	Agenda Center	603	603
		Alert Center	1181	1178
		Bid Postings	19	19
		Calendar	205	204
		News Flash	3573	3568
	Website	Total Users	12.777	9,448
		Views	NA	24,717
		Top Four Searches	Home Library UB Payments Search	Home Library UB Payments Search
	Social Media	FB Followers	4,636	4,612
		New Followers	24	35
		Post Reach	17,626	11,548
	YouTube	Council Video Views	74	65
Submissions	Contact Us	5	2	
Communication	Outreach	Press Releases	4	5
		Public Meeting Notices	5	7
		Social Media Posts	16	21
Records	Legislative	Ordinances	2	1
		Resolutions	1	4
	Applications	Committee Applications	0	0
		Liquor Licenses	3	3
	Retention	Record Destruction	47	37
		Records added to ORMS	324	346
	Requests	Public Records FOIA	6	5



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Item # 8.

MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: December 1, 2025

From: Ron Whitlatch, City Manager

Subject: **Capital Improvements – November 2025**

CAPITAL IMPROVEMENTS:

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Sherman Street (Alley to Second Street)
 - Second Street (Elmore Alley) – This project is out for quotes
 - Elmore and Grove Streets – Currently scoping/surveying this project
- Staff has issued and received quotes for the multiple private side laterals that need to be connected to the new mainlines as part of the Grove Street Sanitary Sewer Replacement Project that was completed recently. This is typically the homeowner's responsibility; however, due to the current location of the laterals, we will replace the private side of the laterals and make connections to the new mainline. Construction is scheduled to begin in a couple of weeks.
- Staff is preparing to submit a grant application to Business Oregon for a wetland delineation of several properties in relation to a potential economic development.
- Kennedy Jenks Engineering (KJE) has submitted the final draft of the Wastewater Treatment Plant Master Plan to staff for final review. This document will be presented to the City Council for review and approval in the coming months.
- Kennedy Jenks is under contract with the City to prepare and submit a grant application to the Army Corps of Engineers for the Wastewater Treatment Plant (WWTP). The grant requires a 25% match from the City. We have directed Kennedy Jenks to submit a grant application for the entire amount of the projects discussed during work session held in July of this year. We currently have \$19Million for matching funds.
- The West River Trail (adjacent to River Park) is complete. It was determined that this project should have gone through an Administrative Review for land use action prior to construction. The Admin Review has been completed and will be sent off to the Oregon Park and Recreation Department to ensure compliance with the grant.
- Udell Engineering is currently working on the Grant Street Waterline Replacement and Street Re-Hab Project (from Park to Fifth Street). City Staff had started the design, but due to current workloads, Udell will finish over the summer. We will likely bid the project in the winter of this year and begin construction in early 2026.
- As Staff is available, we are continuing the process to update the City's five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff

time allows). Staff will bring the completed document to the City Council for approval in early 2026.

- Knife River Construction will begin work on Weirich Drive as part of the Cheadle Lake Park Project in December. The first phase will include road widening for a center turn lane, utility extensions to the park property, a multi-use path along the frontage of the park, and street resurfacing. The Project Team is working on the scope of the second phase of the project. Once final costs have been determined, Staff will request City Council approval of the Guaranteed Maximum Price (GMP) amendment No. 2.
- Udell Engineering is currently under contract to the design of Fifth Street (Tangent to Mary). Kittelson Engineering has completed the traffic signal analysis for the intersection of Tangent and Fifth Street. Based on the results and concurrence from ODOT, a signal is not warranted at this intersection. With that, the project will be focused on the reconstruction of Fifth Street and utility replacement. Construction will likely happen in the spring/summer of 2026.
- Additional Minor Projects include:
 - Review parking on Second Street between Mary Street and Tangent Street.
 - Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
 - Wetland Fill Permit for SCIP Pond
 - Safe Streets for All Regional Planning Grant – Moving forward after Federal Grant pause.
 - Waterline Replacement Project on Airway Place
- Storm Drainage Improvements on Second Street have begun. This project will alleviate some of the flooding issues during heavy rain events around the Second and 'E' Street intersection. Due to street grade conflicts, a change order has been issued to increase the amount of roadway being replaced in this area which will extend the project completion date by a couple of weeks.
- Udell Engineering is under contract to design a Waterline Replacement on Vine Street . This project will replace the existing (multiple leaks within the last 4 week) waterline on Vine Street between Fifth and Seventh Streets. As soon as the design is complete, Staff will advertise the project for bids.
- In preparation for several upcoming projects, Staff has contracted with Udell Engineering to complete the topographic surveys for the following:
 - Elmore/Grove Sanitary Sewer Replacement Project
 - Vine Street Waterline Replacement – Fifth to Ninth Streets.
 - Cedar Drive – Utility and roadway reconstruction
- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be

sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.

- Annual Status report complete and submitted to DEQ for approval.
- Staff is working with Republic Service to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.



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MEMORANDUM

Finance Department

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

December 10, 2025

From: Brandon Neish, Finance Director

Subject: Department Report – November 2025

- Accounts Payable
 - Payments made in October 2025; 274 payments were processed for payments of \$1,092,124.53
 - Payments made in November 2025; 165 payments were processed for payments of \$514,715.67.
- Audit
 - The FY2025 audit kicked off September 2, 2025 with discussion over the engagement letters and staff assignments. City staff will be writing the annual report this year. The projected calendar for the audit is as follows:
 - Staff will begin dialing in workpapers and a final trial balance with a projected completion date of Friday, October 17th.
 - Staff will begin drafting the annual report document with an estimated completion by Thanksgiving.
 - Final field audit occurred the week of November 3rd. Auditors are still reviewing documents submitted and requesting documentation to complete necessary reviews. A draft report is targeted for the week before Christmas.
 - Target completion date has moved to January 2026.
- Payroll
 - Payroll was processed on October 10th, October 24th, November 7th, and November 21st for all employees. In total, 125 employees were paid.
- Utility Billing
 - 6,423 billing statements (including electronics) were mailed November 26th for a total of \$1,095,578.58 in utility revenue and \$166,477.30 in city service fee revenue.
 - On November 14th, 354 phone calls went out to notify customers they have a past due balance.
 - There was a total of 96 lockouts in November.

- There was a total of 330 service requests in November: 45 move ins, 102 lock-offs, 10 re-read meters, 86 reconnects, 28 move outs, 10 leak checks, 4 changed meters, 26 turn ons, 7 turn offs, 2 meter installations, 2 meter removals, no dead meters, 1 water quality check, no pressure tests, no emergency requests, no meter tests, 1 meter locate, and 6 miscellaneous request.

Utility Billing Data

	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25
Active Accounts	6,645	6,645	6,646	6,639	6,632	6,636	6,651	6,655	6,658	6,659	6,663	6,665	6,665
Penalty Applied	225	417	165	220	263	87	189	327	268	335	346	483	348
Lock Offs	82	N/A	158	52	100	138	105	57	83	95	85	76	96

Municipal Court Data

	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25
Charges Filed	130	125	268	133	166	159	200	178	217	188	204	245	141
Show Cause Issued	66	76	69	66	55	53	61	62	66	62	75	75	68
Licenses Suspensions Issued	47	19	51	42	47	50	35	49	32	56	34	73	45
Warrants Issued	197	115	278	158	145	180	205	168	201	213	175	216	159
Charges Disposed	159	113	208	204	162	174	187	200	136	213	200	292	180

Accounts Payable

Checks by Date - Summary by Check Date

User: bneish@lebanonoregon.gov
 Printed: 12/4/2025 1:54 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
77226	1000036	KELLY HART	10/01/2025	12,808.63
Total for 10/1/2025:				12,808.63
77227	1000852	FREEBIRD INC	10/02/2025	17,939.86
77228	1000854	COLLIN MEADORS	10/02/2025	1,122.81
77229	1000853	ZANDER NORTHRUP	10/02/2025	1,304.44
Total for 10/2/2025:				20,367.11
ACH	1000036	KELLY HART	10/03/2025	15,663.27
ACH	1000244	CLEARGOV INC	10/03/2025	51,532.00
ACH	058020	OREGON DEPARTMENT OF REVENUE	10/03/2025	8,093.28
77230	034687	ELAINE HOWARD	10/03/2025	4,606.25
77231	044562	LEBANON TOWING	10/03/2025	200.00
77232	046901	LINN COUNTY TREASURER	10/03/2025	2,312.35
ACH	044450	LEBANON COMMUNITY SCHOOL DIS	10/03/2025	59,190.20
Total for 10/3/2025:				141,597.35
77233	1000249	GRESHAM AUTOMOTIVE INC	10/06/2025	47,473.51
Total for 10/6/2025:				47,473.51
ACH	003565	REPUBLIC SERVICES #450	10/10/2025	5,031.03
ACH	018260	COMCAST	10/10/2025	714.86
ACH	018500	CONSUMERS POWER INC	10/10/2025	3,103.36
ACH	054000	NW NATURAL	10/10/2025	528.68
ACH	063000	PACIFIC POWER	10/10/2025	82,188.42
ACH	063673	PEAK INTERNET	10/10/2025	1,456.90
ACH	086400	VERIZON	10/10/2025	4,927.81
ACH	018842	TIPCO TECHNOLOGIES, LLC	10/10/2025	45.07
ACH	027227	FERGUSON WATERWORKS #3011 & 30	10/10/2025	3,264.27
ACH	031798	MULTI SERVICE TECHNOLOGY SOLU'	10/10/2025	169.99
ACH	058015	ONE CALL CONCEPTS INC	10/10/2025	194.04
ACH	065280	PLATT	10/10/2025	2,465.69
ACH	067897	RED VALVE COMPANY INC	10/10/2025	12,190.10
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	10/10/2025	361.10
ACH	081505	TIMOTHY TRAHAN	10/10/2025	110.50
ACH	1000380	KNIGHT TECHNOLOGY GROUP	10/10/2025	1,269.45
ACH	1000744	TYLER ROMEO	10/10/2025	84.00
77234	1000092	LEVEL 3 FINANCING INC	10/10/2025	923.87
77235	039031	SCOTT A. JONES	10/10/2025	3,190.24
77236	002542	ALBANY PUBLIC LIBRARY	10/10/2025	3,516.67
77237	081444	BETTER PORTABLE TOILETS INC	10/10/2025	243.00
77238	016028	CASCADE OUTDOOR POWER EQUIPM	10/10/2025	75.90

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 8.
77239	017947	CLM WELDING & MACHINE INC	10/10/2025		210.00
77240	018611	CORVALLIS CLINIC PC	10/10/2025		495.00
77241	1000523	DELAPOER KIDD PC	10/10/2025		483.75
77242	1000859	TAYLOR MICHAEL DOYLE	10/10/2025		484.67
77243	1000860	VIRGINIA SKYLAR DOYLE	10/10/2025		484.67
77244	027123	FASTENAL COMPANY	10/10/2025		302.95
77245	027388	FFA ARCHITECTURE AND INTERIORS	10/10/2025		9,965.00
77246	1000858	KARISSA CARLA GOODWIN	10/10/2025		484.66
77247	031421	HACH COMPANY	10/10/2025		215.75
77248	085077	HD SUPPLY INC	10/10/2025		579.85
77249	999044	COLTER WILEY HESSEL	10/10/2025		84.00
77250	036206	BRENT HURST	10/10/2025		8.00
77251	037021	INGRAM LIBRARY SERVICES INC	10/10/2025		385.70
77252	038001	INTERTECH	10/10/2025		6,369.00
77253	039049	JTI SUPPLY INC	10/10/2025		144.48
77254	052009	NELSON TIRE INC	10/10/2025		2,755.04
77255	057618	OAWU	10/10/2025		1,500.00
77256	068777	RIVERBEND MATERIALS	10/10/2025		1,420.49
77257	079379	STUKENHOLTZ LABORATORY	10/10/2025		148.00
77258	025000	SUMMIT ACE HOME & GARDEN	10/10/2025		916.73
77259	023175	TD SYNEX CORPORATION	10/10/2025		4,710.16
77260	082065	TWGW INC	10/10/2025		936.58
Total for 10/10/2025:					159,139.43
ACH	001051	ACTIVITY CONNECTION	10/14/2025		190.95
ACH	002500	ALBANY DEMOCRAT HERALD	10/14/2025		1,302.16
ACH	003566	MACDONALD-MILLER	10/14/2025		7,023.09
ACH	007090	APA	10/14/2025		295.00
ACH	007186	ARLO TECHNOLOGIES INC	10/14/2025		31.94
ACH	007249	AT&T MOBILITY NATIONAL ACCOUN	10/14/2025		240.24
ACH	009022	BITWARDEN	10/14/2025		89.00
ACH	010955	OREGON BUREAU OF LABOR & INDU	10/14/2025		350.00
ACH	015475	CALIBRE PRESS	10/14/2025		358.00
ACH	018433	COMPUNET INC	10/14/2025		-479.80
ACH	023190	DMV RECORDS SERVICES	10/14/2025		6.00
ACH	025000	SUMMIT ACE HOME & GARDEN	10/14/2025		29.56
ACH	027279	FEDEX FREIGHT	10/14/2025		21.67
ACH	028655	FRESHWORKS INC	10/14/2025		6,931.98
ACH	029012	GATEWAY IMPRINTS INC	10/14/2025		45.00
ACH	031798	MULTI SERVICE TECHNOLOGY SOLU	10/14/2025		189.98
ACH	041500	LEAGUE OF OREGON CITIES	10/14/2025		35.00
ACH	048911	MID-VALLEY NEWSPAPERS	10/14/2025		43.99
ACH	048913	MID-VALLEY NEWSPAPERS	10/14/2025		24.98
ACH	052031	NETFLIX INC	10/14/2025		17.99
ACH	058540	OREGON HOMICIDE INVESTIGATORS	10/14/2025		445.00
ACH	059496	ODOT	10/14/2025		10.00
ACH	063660	PDQ.COM CORPORATION	10/14/2025		4,207.50
ACH	063673	PEAK INTERNET	10/14/2025		100.00
ACH	066383	LEGAL AND LIABILITY RISK MANAGI	10/14/2025		150.00
ACH	070406	SAFEWAY, INC.	10/14/2025		107.54
ACH	079100	STATESMAN JOURNAL CO INC	10/14/2025		569.89
ACH	088023	ORWEF	10/14/2025		390.00
ACH	092960	ZOOM VIDEO COMMUNICATIONS INC	10/14/2025		421.98
ACH	100005	B&H PHOTO	10/14/2025		1,184.00
ACH	1000056	MADISONSEATING.COM	10/14/2025		-513.25
ACH	1000082	PURELAND SUPPLY	10/14/2025		289.40

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 8.
ACH	1000097	KeyBank Key2Purchase P-Card	10/14/2025		20.00
ACH	100010	WAL-MART	10/14/2025		321.80
ACH	100011	HOME DEPOT	10/14/2025		599.70
ACH	100014	EBAY	10/14/2025		60.39
ACH	1000175	SPORTSMANS OUTDOOR SUPERSTOR	10/14/2025		474.59
ACH	1000204	LOWE'S HOME IMPROVEMENT	10/14/2025		21.98
ACH	100025	AMAZON	10/14/2025		14,144.01
ACH	1000296	SALISHAN SPA & GOLF RESORT	10/14/2025		447.02
ACH	100033	511 TACTICAL	10/14/2025		75.00
ACH	1000384	ALL PADLOCKS	10/14/2025		518.88
ACH	1000399	JANUS REMOTE COMMUNICATIONS	10/14/2025		99.90
ACH	1000406	PRIMO WATER	10/14/2025		181.10
ACH	1000420	WASABI HOLDING INC	10/14/2025		1,050.28
ACH	1000508	SEAN L TATE	10/14/2025		3,500.00
ACH	1000517	SSW CONSULTING	10/14/2025		4,162.50
ACH	1000531	HOKA	10/14/2025		240.00
ACH	1000540	CALIFORNIA COAST UNIVERSITY	10/14/2025		300.00
ACH	100058	USPS	10/14/2025		624.00
ACH	1000588	MICROSOFT CORPORATION	10/14/2025		2.11
ACH	100060	BEST WESTERN HOTELS	10/14/2025		1,606.01
ACH	1000700	ROCKWEST TRAINING COMPANY LLC	10/14/2025		50.83
ACH	1000703	RINGCENTRAL INC	10/14/2025		175.04
ACH	1000712	ATLASSIAN	10/14/2025		97.25
ACH	1000725	WALMART.COM	10/14/2025		73.76
ACH	1000797	AMERICAN AIRLINES	10/14/2025		140.00
ACH	1000844	SINGING CREEK EDUCATIONAL CEN	10/14/2025		250.00
ACH	1000847	EPSON	10/14/2025		7.99
ACH	100085	PLANETIZEN	10/14/2025		349.50
ACH	1000850	JAMESON	10/14/2025		762.70
ACH	1000851	O2 COOL	10/14/2025		576.68
ACH	1000861	LYFT	10/14/2025		43.99
ACH	1000862	REVIVAL ANIMAL HEALTH	10/14/2025		367.50
ACH	1000863	SHEEPDOG	10/14/2025		149.73
ACH	1000869	SEAT HAUS	10/14/2025		99.95
ACH	1000870	MATTOS DESIGNS	10/14/2025		6,121.63
ACH	1000871	HYATT REGENCY	10/14/2025		1,502.10
ACH	100092	UPS	10/14/2025		400.97
ACH	100099	APPLE	10/14/2025		698.00
ACH	100126	FRANKLIN PLANNER	10/14/2025		125.80
ACH	100181	AWWA	10/14/2025		91.00
ACH	100186	DUO.COM	10/14/2025		90.00
ACH	100207	PDX PORTLAND OR	10/14/2025		45.00
ACH	100218	2CO.COM*TELESTREAM.NET	10/14/2025		174.79
ACH	100219	ADOBE	10/14/2025		119.95
ACH	100253	OREGON DCBS	10/14/2025		300.00
ACH	100256	OPCA.COM	10/14/2025		425.00
ACH	100271	ROGUE VALLEY PRECAST	10/14/2025		1,232.50
ACH	100274	SCHMIZZA	10/14/2025		25.00
ACH	100282	DOMINO'S	10/14/2025		56.94
ACH	990617	XTREME GRAFX	10/14/2025		199.00
ACH	995459	TOP LINE AUTO	10/14/2025		412.00
Total for 10/14/2025:					67,722.66
77261	UB*05368	BRANDI BAIRD	10/22/2025		391.90
77262	UB*05357	ANNA BENNETT	10/22/2025		45.60
77263	UB*05305	LAUREN & BYRON BOSE	10/22/2025		50.31

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 8.
77264	UB*05347	GARRY BROWNING	10/22/2025		134.73
77265	UB*05361	CAM INVESTMENTS	10/22/2025		127.30
77266	UB*05362	CAM INVESTMENTS	10/22/2025		208.56
77267	UB*05333	CROWN FIBER OPTICS	10/22/2025		264.85
77268	UB*05345	DENISE & TROY CUMMINS	10/22/2025		186.81
77269	UB*05359	CASSANDRA & SCOTT DAILY	10/22/2025		97.09
77270	UB*05353	MARK DAILY	10/22/2025		489.30
77271	UB*05367	BRYAN & ORIANA DAVIS	10/22/2025		233.28
77272	UB*05363	ANDREW & VANESSA FERLAN	10/22/2025		111.61
77273	UB*05350	NICHOLE FIELDS	10/22/2025		29.89
77274	UB*05331	MATTHEW & KAMRI FISHER	10/22/2025		299.92
77275	UB*05365	CLARENCE & E HOSLER	10/22/2025		111.77
77276	UB*05343	JAMES LACOSTE	10/22/2025		39.15
77277	UB*05352	AMBER LOYD	10/22/2025		143.95
77278	UB*05344	JOSHUA MATTSON	10/22/2025		143.09
77279	UB*05364	ZACHERY MCKINNEY	10/22/2025		158.15
77280	UB*05356	ESTATE OF MIKE MENDES	10/22/2025		115.36
77281	UB*05355	MERRITT EDGEWATER LLC	10/22/2025		1,048.89
77282	UB*05351	JONATHAN MORRISON	10/22/2025		293.11
77283	UB*05346	ALEX PETTNER	10/22/2025		177.22
77284	UB*05349	BRITTIE RATEKIN	10/22/2025		393.08
77285	UB*05360	MATTHEW ROBINSON	10/22/2025		83.42
77286	UB*05366	CAROL & WAYNE ROLFE	10/22/2025		22.33
77287	UB*05332	DEBI START	10/22/2025		89.28
77288	UB*05358	RENEE THOMPSON	10/22/2025		172.09
77289	UB*05348	AYLA VANDENBERG	10/22/2025		154.12
77290	UB*05354	WALGREENS #11399	10/22/2025		264.56
77291	UB*05369	HEATHER & RYAN WILLS	10/22/2025		138.00
Total for 10/22/2025:					6,218.72
ACH	007044	ANALYTICAL LABORATORY & CONSI	10/24/2025		714.00
ACH	016104	CASCADE CENTERS INC	10/24/2025		96.25
ACH	018842	TIPCO TECHNOLOGIES, LLC	10/24/2025		80.43
ACH	027227	FERGUSON WATERWORKS #3011 & 30	10/24/2025		6,270.16
ACH	031388	H2O INNOVATION USA INC	10/24/2025		1,480.00
ACH	037999	IDEXX DISTRIBUTION INC	10/24/2025		488.55
ACH	040152	KITTELSON & ASSOCIATES INC	10/24/2025		1,106.25
ACH	048932	ERIK JD MOELLER, ATTORNEY PC	10/24/2025		2,166.00
ACH	048993	MORLEY THOMAS LAW FIRM	10/24/2025		18,023.00
ACH	052009	NELSON TIRE INC	10/24/2025		552.02
ACH	057576	OR-TEC INC	10/24/2025		13,972.00
ACH	058015	ONE CALL CONCEPTS INC	10/24/2025		158.62
ACH	065280	PLATT	10/24/2025		2,134.37
ACH	071151	SANISTAR LLC	10/24/2025		160.00
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	10/24/2025		1,986.06
ACH	075781	SPRINGBROOK HOLDING COMPANY I	10/24/2025		46,407.47
ACH	079449	SUMMIT ENERGY TECH CORP	10/24/2025		2,583.46
ACH	079584	AXON ENTERPRISE, INC.	10/24/2025		628.80
ACH	080156	TMG SERVICES INC	10/24/2025		1,134.99
ACH	1000270	VALLEY MERCHANT POLICE INC	10/24/2025		2,700.00
ACH	1000719	ALUMICHEM	10/24/2025		6,578.00
ACH	1000842	MUNI WORTH INNOVATIONS INC	10/24/2025		14,000.00
ACH	1000855	MICHAEL NELSON	10/24/2025		196,591.54
77292	1000362	CHRISTINA & MCKENZIE BENDER	10/24/2025		565.00
77293	081444	BETTER PORTABLE TOILETS INC	10/24/2025		786.00
77294	016028	CASCADE OUTDOOR POWER EQUIPM	10/24/2025		87.35

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 8.
77295	016042	CASCADES WEST REGIONAL CONSO	10/24/2025		1,500.00
77296	017947	CLM WELDING & MACHINE INC	10/24/2025		142.50
77297	018405	COMPLETE WIRELESS SOLUTIONS	10/24/2025		300.00
77298	021044	CURTIS RESTAURANT EQUIPMENT, IN	10/24/2025		12,762.50
77299	1000686	DANIEL K. WATSON	10/24/2025		35.00
77300	023428	STATE OF OREGON DCBS - FISCAL SE	10/24/2025		7,451.52
77301	1000682	DAVID ETZEL	10/24/2025		35.00
77302	027123	FASTENAL COMPANY	10/24/2025		290.83
77303	028002	FISHER'S RPM ELECTRIC MOTORS IN	10/24/2025		4,385.25
77304	027122	G & S CRUSHING LLC	10/24/2025		1,677.57
77305	029012	GATEWAY IMPRINTS INC	10/24/2025		30.00
77306	1000857	GARRET GUTIERREZ	10/24/2025		35.00
77307	065218	HAGEMEISTER ENTERPRISES INC	10/24/2025		29.50
77308	1000730	STEVEN HANEY	10/24/2025		1,077.59
77309	028435	HD FOWLER COMPANY	10/24/2025		3,524.16
77310	085077	HD SUPPLY INC	10/24/2025		97.97
77311	032012	HEALTHY HOME PEST CONTROL	10/24/2025		80.00
77312	032998	HID GLOBAL CORPORATION	10/24/2025		3,452.00
77313	003543	INDUSTRIAL PIPE & SUPPLY CO INC	10/24/2025		715.55
77314	037000	INDUSTRIAL WELDING SUPPLY INC	10/24/2025		700.12
77315	037021	INGRAM LIBRARY SERVICES INC	10/24/2025		475.87
77316	038001	INTERTECH	10/24/2025		405.00
77317	1000597	I-SECURE INC	10/24/2025		448.00
77318	1000820	JOSE JIMENEZ	10/24/2025		100.00
77319	039049	JTI SUPPLY INC	10/24/2025		44.46
77320	040625	KNIFE RIVER CORPORATION - NORTE	10/24/2025		1,741.25
77321	043918	LEBANON FIRE DISTRICT	10/24/2025		35.00
77322	042410	LEBANON, CITY OF	10/24/2025		150.00
77323	072504	LES SCHWAB WAREHOUSE CENTER	10/24/2025		323.98
77324	1000780	LIFETIME GUTTERS LLC	10/24/2025		1,434.00
77325	045760	LINN BENTON COMM COLLEGE	10/24/2025		2,500.00
77326	046901	LINN COUNTY TREASURER	10/24/2025		1,041.33
77327	048100	MACKENZIE ENGINEERING INC	10/24/2025		1,910.00
77328	048532	MARKOWITZ HERBOLD PC	10/24/2025		13,449.00
77329	1000822	METRO PRESORT INC.	10/24/2025		4,062.53
77330	1000836	MICRONICS ENGINEERED FILTRATIO	10/24/2025		1,804.53
77331	998229	MIDAMERICA BOOKS	10/24/2025		138.72
77332	1000764	MIRACLE PLAYSYSTEM II, LLC	10/24/2025		681.00
77333	049519	MOTION INDUSTRIES INC	10/24/2025		27,784.95
77334	1000767	N&S OREGON INC	10/24/2025		843.04
77335	053410	NORTHSTAR CHEMICAL INC	10/24/2025		3,394.47
77336	059556	OREGON DEPT OF TRANSPORATION	10/24/2025		6,057.23
77337	062720	OWEN EQUIPMENT COMPANY	10/24/2025		3,345.71
77338	1000856	JUAN JOSE PEREZ HERNANDEZ	10/24/2025		7.00
77339	1000683	MICHAEL PLETNIKOFF	10/24/2025		200.00
77340	1000364	POLY-CORR INDUSTRIES INC	10/24/2025		1,482.10
77341	066561	PROFESSIONAL SEC ALARM CO	10/24/2025		4,044.00
77342	1000522	WILLIAM PUFALL	10/24/2025		50.00
77343	1000704	ROBERT RODGERS	10/24/2025		50.00
77344	070444	SAMARITAN OCCUPATIONAL MEDICI	10/24/2025		915.00
77345	991006	SHARI'S RESTAURANT	10/24/2025		25.00
77346	998828	TARI SIDERS	10/24/2025		50.00
77347	1000864	JOHNATHAN STERLING	10/24/2025		100.00
77348	1000834	SUBWAY	10/24/2025		10.00
77349	025000	SUMMIT ACE HOME & GARDEN	10/24/2025		3,625.43
77350	048851	THE BUILDING DEPARTMENT LLC	10/24/2025		18,112.02
77351	1000502	TRISTAN NICHOLS TRADE COMPANY	10/24/2025		9,190.00

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 8.
77352	082023	TRUE NORTH EQUIPMENT	10/24/2025		182.31
77353	082065	TWGW INC	10/24/2025		1,263.36
77354	082055	TYLER TECHNOLOGIES, INC.	10/24/2025		8,058.00
77355	082099	UDELL ENGINEERING & SURVEYING	10/24/2025		34,466.50
77356	083010	UNIQUE MANAGEMENT SERVICES IN	10/24/2025		81.55
77357	1000685	WALMART	10/24/2025		250.00
77358	020850	WATERCO OF THE PACIFIC NW INC	10/24/2025		76.90
77359	088412	WILBUR-ELLIS COMPANY LLC	10/24/2025		4,805.81
77360	089200	WILCO	10/24/2025		2,251.33
Total for 10/24/2025:					521,238.76
ACH	003565	REPUBLIC SERVICES #450	10/31/2025		9,929.94
ACH	018260	COMCAST	10/31/2025		714.86
ACH	018500	CONSUMERS POWER INC	10/31/2025		42.32
ACH	054000	NW NATURAL	10/31/2025		633.29
ACH	063000	PACIFIC POWER	10/31/2025		75,243.12
ACH	063673	PEAK INTERNET	10/31/2025		1,456.90
ACH	086400	VERIZON	10/31/2025		5,057.23
ACH	106338	CENTURYLINK COMMUNICATIONS L	10/31/2025		1,100.24
ACH	063580	RYAN PADUA	10/31/2025		4,294.75
77361	018058	COFFIN BUTTE LF C/O VALLEY LAND	10/31/2025		14,972.87
77362	1000092	LEVEL 3 FINANCING INC	10/31/2025		1,849.18
77363	016773	CHAD CHRISTENSON	10/31/2025		263.66
Total for 10/31/2025:					115,558.36
ACH	003556	INDUSTRIAL SOFTWARE SOLUTIONS	11/05/2025		11,145.00
ACH	018842	TIPCO TECHNOLOGIES, LLC	11/05/2025		119.46
ACH	027227	FERGUSON WATERWORKS #3011 & 30	11/05/2025		1,200.18
ACH	036215	HYDROTEM ENTERPRISES LLC	11/05/2025		2,422.16
ACH	040152	KITTELSON & ASSOCIATES INC	11/05/2025		16,455.00
ACH	052009	NELSON TIRE INC	11/05/2025		435.84
ACH	057914	ODP BUSINESS SOLUTIONS LLC	11/05/2025		77.78
ACH	065280	PLATT	11/05/2025		651.13
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	11/05/2025		1,588.85
ACH	1000796	CIVIL WEST ENGINEERING SERVICES	11/05/2025		1,989.50
77364	UB*05381	KYLE ARCHER	11/05/2025		75.81
77365	007185	ARPC	11/05/2025		100.00
77366	UB*05395	SHANNON BALLENGEE	11/05/2025		61.71
77367	UB*05391	LAURYN & JORDAN BASS	11/05/2025		160.08
77368	UB*05385	KENNETH & DOLORES BELL	11/05/2025		125.60
77369	UB*05389	TAMMY BERRY	11/05/2025		114.37
77370	081444	BETTER PORTABLE TOILETS INC	11/05/2025		1,022.00
77371	1000446	MARCUS BLAS	11/05/2025		940.00
77372	UB*05380	ANNE BLEM	11/05/2025		22.74
77373	1000600	TRAVIS BOSHART	11/05/2025		201.00
77374	UB*05371	KEVIN & KATHLEEN BURT	11/05/2025		287.16
77375	UB*05393	SHERYL CADDY	11/05/2025		292.02
77376	UB*05387	CANBY EXCAVATING, INC.	11/05/2025		379.02
77377	016028	CASCADE OUTDOOR POWER EQUIPM	11/05/2025		38.15
77378	UB*05373	MATTHEW & BRITTNEY CLARK	11/05/2025		111.04
77379	UB*05383	TIMOTHY DECHELLIS	11/05/2025		139.65
77380	UB*05390	NADALEE & TYLER EXON	11/05/2025		39.29
77381	027388	FFA ARCHITECTURE AND INTERIORS	11/05/2025		2,100.00
77382	029012	GATEWAY IMPRINTS INC	11/05/2025		75.00
77383	UB*05372	EARL GREEN	11/05/2025		153.63

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 8.
77384	065218	HAGEMEISTER ENTERPRISES INC	11/05/2025		29.50
77385	031799	ERIC K HARDIN	11/05/2025		195.00
77386	085077	HD SUPPLY INC	11/05/2025		584.70
77387	032012	HEALTHY HOME PEST CONTROL	11/05/2025		140.00
77388	UB*05392	KENNETH HELFRICH	11/05/2025		136.79
77389	037995	IIMC	11/05/2025		195.00
77390	003543	INDUSTRIAL PIPE & SUPPLY CO INC	11/05/2025		451.23
77391	037021	INGRAM LIBRARY SERVICES INC	11/05/2025		1,165.03
77392	UB*05396	SHAWN JOHNSON	11/05/2025		71.16
77393	040011	CIARRA KEENE	11/05/2025		312.50
77394	040625	KNIFE RIVER CORPORATION - NORTE	11/05/2025		34,900.00
77395	UB*05384	AUSTIN & HAILEY KOERSCHGEN	11/05/2025		176.07
77396	UB*05388	TONY KOKER	11/05/2025		163.78
77397	UB*05263	LENNAR HOMES	11/05/2025		52.85
77398	UB*05374	ESTATE OF MIKE LOEWEN	11/05/2025		1,042.71
77399	UB*05382	ERIN & EVAN LUNDA	11/05/2025		401.87
77400	UB*05394	BRANDI LUNDEGARD	11/05/2025		326.34
77401	UB*05375	ESTATE OF BETTY MCCONNELL	11/05/2025		321.20
77402	UB*05386	MATTHEW MEGRATH	11/05/2025		144.48
77403	UB*05267	BRANDON MIYASHIRO	11/05/2025		147.00
77404	051545	NATIONAL BUSINESS SOLUTIONS	11/05/2025		1,201.82
77405	1000646	NEW FLO PLUMBING, INC.	11/05/2025		2,800.00
77406	053410	NORTHSTAR CHEMICAL INC	11/05/2025		22,016.22
77407	063597	PAPE KENWORTH	11/05/2025		900.66
77408	UB*05379	CHELSEA PETERS	11/05/2025		88.36
77409	066088	POLK COUNTY SHERIFF'S OFFICE	11/05/2025		46,884.97
77410	1000364	POLY-CORR INDUSTRIES INC	11/05/2025		1,451.62
77411	066428	PRINTING SOLUTIONS	11/05/2025		445.23
77412	068717	RITZ SAFETY LLC	11/05/2025		52.44
77413	070405	SAFETY VISION LLC	11/05/2025		27,657.84
77414	075385	ANGELA SOLESBEE	11/05/2025		149.40
77415	075410	SOUTH FORK INDUSTRIES INC	11/05/2025		68.70
77416	UB*05370	VANESSA SPILLER	11/05/2025		185.07
77417	025000	SUMMIT ACE HOME & GARDEN	11/05/2025		1,855.24
77418	UB*05397	LIBBY TEHAN	11/05/2025		200.00
77419	082065	TWGW INC	11/05/2025		1,166.58
77420	082099	UDELL ENGINEERING & SURVEYING	11/05/2025		48,306.00
77421	UB*05378	MYRANDA UHRICH	11/05/2025		92.28
77422	UB*05354	WALGREENS #11399	11/05/2025		567.90
77423	UB*05377	FREDA WHITE	11/05/2025		566.29
77424	UB*05270	SCOTT WILLIAMS	11/05/2025		77.86
77425	1000868	CAROLYN WILSON	11/05/2025		90.00
77426	UB*05376	MARYANNE YATES	11/05/2025		137.46
Total for 11/5/2025:					240,442.32
ACH	007044	ANALYTICAL LABORATORY & CONSI	11/17/2025		1,428.00
ACH	016104	CASCADE CENTERS INC	11/17/2025		96.25
ACH	027227	FERGUSON WATERWORKS #3011 & 30	11/17/2025		10,743.30
ACH	031798	MULTI SERVICE TECHNOLOGY SOLU	11/17/2025		39.96
ACH	065280	PLATT	11/17/2025		672.96
ACH	071151	SANISTAR LLC	11/17/2025		160.00
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	11/17/2025		812.48
ACH	1000508	SEAN L TATE	11/17/2025		3,500.00
ACH	1000719	ALUMICHEM	11/17/2025		6,578.00
ACH	1000855	MICHAEL NELSON	11/17/2025		40,657.75
77428	007185	ARPC	11/17/2025		1,300.00

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 8.
77429	016302	CASCADE COLUMBIA DISTRIBUTION	11/17/2025		6,322.94
77430	1000523	DELAPOER KIDD PC	11/17/2025		430.00
77431	022570	TAMMY DICKEY	11/17/2025		37.80
77432	027123	FASTENAL COMPANY	11/17/2025		1,212.61
77433	027122	G & S CRUSHING LLC	11/17/2025		2,592.90
77434	029533	GOBLE SAMPSON & ASSOCIATES INC	11/17/2025		872.42
77435	028435	HD FOWLER COMPANY	11/17/2025		6,219.52
77436	085077	HD SUPPLY INC	11/17/2025		2,745.48
77437	032012	HEALTHY HOME PEST CONTROL	11/17/2025		80.00
77438	1000439	HEMPEL BACKFLOW TESTING LLC	11/17/2025		4,900.00
77439	040625	KNIFE RIVER CORPORATION - NORTE	11/17/2025		55.00
77440	048524	MARION COUNTY TREASURY DEPT	11/17/2025		39,714.91
77441	049519	MOTION INDUSTRIES INC	11/17/2025		403.09
77442	058505	OREGON BREAKERS INC	11/17/2025		430.00
77443	058517	OREGON CASCADES WEST COUNCIL	11/17/2025		531.00
77444	025000	SUMMIT ACE HOME & GARDEN	11/17/2025		1,575.86
77445	080888	TOTAL FILTRATON SERVICES, INC.	11/17/2025		1,431.01
77446	020850	WATERCO OF THE PACIFIC NW INC	11/17/2025		480.00
77447	089200	WILCO	11/17/2025		681.73
77448	1000878	MATTHEW ZOLL	11/17/2025		122.10
80000	007035	ARCHAEOLOGICAL INVESTIGATIONS	11/17/2025		5,715.53
80001	016646	CHAVES CONSULTING INC	11/17/2025		524.75
80002	082065	TWGW INC	11/17/2025		1,045.59
Total for 11/17/2025:					144,112.94
ACH	007044	ANALYTICAL LABORATORY & CONST	11/26/2025		110.00
ACH	018433	COMPUNET INC	11/26/2025		525.00
ACH	045141	LIBRARY IDEAS LLC	11/26/2025		450.00
ACH	048932	ERIK JD MOELLER, ATTORNEY PC	11/26/2025		2,166.00
ACH	048993	MORLEY THOMAS LAW FIRM	11/26/2025		18,000.00
ACH	052009	NELSON TIRE INC	11/26/2025		36.49
ACH	057805	OCLC INC	11/26/2025		391.49
ACH	068744	ROGERS MACHINERY COMPANY INC	11/26/2025		1,571.10
ACH	074088	ALLIANCE SOLUTIONS GROUP OF OR	11/26/2025		758.31
ACH	075781	SPRINGBROOK HOLDING COMPANY I	11/26/2025		4,201.00
ACH	1000270	VALLEY MERCHANT POLICE INC	11/26/2025		1,800.00
ACH	1000380	KNIGHT TECHNOLOGY GROUP	11/26/2025		159.36
ACH	1000631	QUADIENT LEASING USA INC	11/26/2025		1,037.46
ACH	1000679	RIVERBEND CONSTRUCTION INC	11/26/2025		44,821.80
ACH	1000822	METRO PRESORT INC.	11/26/2025		3,882.19
ACH	1000886	ROBERT HALF INC	11/26/2025		718.26
77450	068719	ALBANY FORD INC	11/26/2025		79.78
77451	007108	APWA	11/26/2025		819.00
77452	081444	BETTER PORTABLE TOILETS INC	11/26/2025		118.00
77453	017947	CLM WELDING & MACHINE INC	11/26/2025		848.50
77454	1000686	DANIEL K. WATSON	11/26/2025		35.00
77455	023550	EBSCO INFORMATION SERVICES	11/26/2025		1,168.15
77456	999824	RICK ERICKSON	11/26/2025		25.00
77457	1000682	DAVID ETZEL	11/26/2025		35.00
77458	027123	FASTENAL COMPANY	11/26/2025		415.19
77459	1000880	ROBERT FISHER	11/26/2025		50.00
77460	1000857	GARRET GUTIERREZ	11/26/2025		30.00
77461	1000413	RIKKI HARVILL	11/26/2025		82.97
77462	031421	HACH COMPANY	11/26/2025		839.77
77463	085077	HD SUPPLY INC	11/26/2025		3,308.19
77464	032012	HEALTHY HOME PEST CONTROL	11/26/2025		140.00

Check No	Vendor No	Vendor Name	Check Date	Check	Item # 8.
77465	037021	INGRAM LIBRARY SERVICES INC	11/26/2025		433.14
77466	1000597	I-SECURE INC	11/26/2025		401.00
77467	1000820	JOSE JIMENEZ	11/26/2025		200.00
77468	040050	KARM LLC	11/26/2025		2,250.00
77469	040625	KNIFE RIVER CORPORATION - NORTE	11/26/2025		1,995.13
77470	043918	LEBANON FIRE DISTRICT	11/26/2025		70.00
77471	1000882	LEBANON OREGON LEGACY CLUB	11/26/2025		75.00
77472	1000092	LEVEL 3 FINANCING INC	11/26/2025		926.67
77473	046901	LINN COUNTY TREASURER	11/26/2025		1,047.86
77474	048100	MACKENZIE ENGINEERING INC	11/26/2025		9,267.50
77475	1000821	MARIO RAMON /CARBAJAAL-COLON	11/26/2025		90.00
77476	048783	MEASURE-TECH INC	11/26/2025		1,519.64
77477	1000881	GINNY PHILLIPS	11/26/2025		7.40
77478	1000522	WILLIAM PUFALL	11/26/2025		150.00
77479	1000414	JESUS & CATHERINE RAMOS	11/26/2025		400.00
77480	1000666	QUADIENT FINANCE USA, INC	11/26/2025		1,000.00
77481	1000704	ROBERT RODGERS	11/26/2025		250.00
77482	991006	SHARI'S RESTAURANT	11/26/2025		25.00
77483	998828	TARI SIDERS	11/26/2025		100.00
77484	1000834	SUBWAY	11/26/2025		10.00
77485	025000	SUMMIT ACE HOME & GARDEN	11/26/2025		52.28
77486	1000884	TINA MCCAMMON	11/26/2025		175.00
77487	081500	TRAFFIC SAFETY SUPPLY CO	11/26/2025		1,826.58
77488	083010	UNIQUE MANAGEMENT SERVICES IN	11/26/2025		186.40
77489	087724	WAL-MART	11/26/2025		275.00
77490	020850	WATERCO OF THE PACIFIC NW INC	11/26/2025		76.90
77491	091488	XYLEM DEWATERING SOLUTIONS, IN	11/26/2025		18,726.90
Total for 11/26/2025:					130,160.41
Report Total (439 checks):					1,606,840.20



925 S. Main Street
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TEL: 541.258.4261

Item # 8.

MEMORANDUM

To: *Ron Whitlatch, City Manager* Date: *November 30, 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.
 - LINX Driver PT – Position re-posted. Open until filled.
 - Library Assistant I PT – Position filled. Employee started on 11/18
 - Community Development Director – Position filled. Employee started on 11/2
 - Development Services Technician – Position filled. Employee started on 10/27
- Benefits:
 - Open Enrollment closed with 76% of employees actively engaging in review or changes. Year-end benefit entry/updates under way for calendar year 2026.
- Classification and Compensation:
 - Business as usual.
- Training and Development:
 - November All Employee training – Mental Health & Wellbeing-Work Related Anxiety
 - December All Employee training – Phishing Tips: Suspicious Links
 - November Safety training – Blood Borne Pathogens (BBP)
 - December Safety training – Slips, Trips and Falls
- Performance Management:
 - Ongoing project of evaluation of current performance evaluation process/structure.
 - 65 evaluations are past due as of 11/30/2025 (50% overall)
 - 6 in Finance (oldest is over 3 years past due)
 - 8 in City Manager's Office (Director Evals)
 - 1 in Development Services (over 1 year past due)
 - 14 in Public Works (oldest is over 3 years past due)
 - 8 in SC/LINX (oldest is over 1 year past due)
 - 28 in Police Department (oldest is over 7 years past due)

City of Lebanon – Public Communications Survey Summary

Purpose of the Survey

- This survey was conducted as part of the City’s strategic communication plan to better understand:
 - How residents currently receive City information
 - Satisfaction with communication effectiveness
 - Barriers to access
 - Preferences for future outreach
 - Opportunities to strengthen engagement

We received 94 responses through both online and paper formats. While this represents a small portion of our population, it is consistent with typical public engagement levels for voluntary municipal surveys. Respondents generally find City information easy to access and express moderate to positive satisfaction with communication. The feedback we received focuses on enhancing current tools—such as adding reminders, improving website clarity, and including updates in utility bills. These insights will help us refine our communication strategies to better serve residents.

Specific Data Detail:

- Survey Period: August/September/October 2025
- Survey Method: Online via SurveyMonkey + paper copies at City facilities
- Total Responses: 94 (72 online + 22 paper)
- Population Context: Lebanon has approximately 20,000 residents, producing a survey participation rate of 0.47% — consistent with voluntary municipal engagement patterns statewide.

Key Findings

- Most respondents rely on existing digital channels.
 - City website is the most common source of information.
 - City social media is used by many respondents.
 - Email notifications are valued by those who subscribe.
 - Word of mouth appears frequently.

This indicates that current communication channels are known and used, though visibility can still be improved.

- Information is generally considered accessible. The majority of respondents selected:
 - “Somewhat Easy,”
 - “Easy,” or
 - “Neutral.”

Very few selected “Difficult”. There is no indication of systemic barriers preventing residents from accessing City information.

- Satisfaction levels lean positive.
 - “Neutral,” “Satisfied,” and “Very Satisfied” were the most common.
 - Only a small number reported dissatisfaction.

This suggests the City's overall communication efforts are functioning adequately, with room for targeted improvements.

- Few barriers were identified—mostly individual, not systemic. Examples include:
 - Not using social media
 - Not having consistent internet
 - Difficulty knowing where to look
 - Occasional confusion about departments
 - But by volume, the most common answer was “None.”

This reinforces that most respondents are able to access City information when they choose to.

- Suggestions focused on enhancing—not replacing—current tools. Example comments:
 - “Include updates in utility bills.”
 - “More reminders about events.”
 - “More website updates.”
 - “A regular email newsletter.”
 - “Clearer posting of meeting info.”

These suggestions show that respondents want more push-style communication, not brand-new systems.

- Demographic Overview: Age Range
 - Majority appear to be 55+
 - Some respondents are 35–54
 - A few are 18–34
- Length of Residency: The majority reported 10+ years in Lebanon.



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MEMORANDUM

Information Technology Services

To: Mayor Jackola and City Council

Date: November 24, 2025

From: Brent Hurst, IT Director

Subject: IT and GIS Department Report - November 2025

IT

- New phone system upgrade is close to completion for the City. The Lebanon Fire District's phone upgrade is underway as well.
- Windows 10 workstations are being upgraded to Windows 11 for City staff.
- Internal inventory of workstations, cell phones, and all physical hardware is underway.
- Windows 11 upgrade for Lebanon Fire District is complete alongside a physical inventory of all devices.
 - Removed 8 out of date machines from production.
- The IT department has applied for two additional grants for the City of Lebanon and Lebanon Fire District.
- 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

- Annual Water Distribution System Flush Coordination with Public Works has been completed.
- Coordinated with Community Development staff regarding new development lot assignments and proposed addressing; reviewed area existing addressing and identified appropriate ranges for new addresses.
- Urban Renewal District Update Coordination with Community Development staff.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- Completed the Sanitary Sewer System upgrades for multiple projects within the City.
- OHA Lead and Copper Survey work continues with assistance of Public Works.
- The monthly tax lot updates from Linn County were completed.

THE CITY THAT FRIENDLINESS BUILT



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Lebanon, Oregon 97355

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www.LebanonOregon.gov/library

MEMORANDUM

Lebanon Public Library

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

Date: December 1, 2025

- We have hired a new part-time Library Assistant I to replace a staff member who will be retiring at the end of December.
- We held 17 programs in November, with a combined total of 456 attendees.

THE CITY THAT FRIENDLINESS BUILT



40 N. 2nd Street, Suite 100
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Item # 8.

MEMORANDUM

Police Department

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

Date: December 1st, 2025

- For November 2025, the Patrol Division had approximately 1,254 calls for service, made 65 arrests, conducted 293 traffic stops, wrote 80 traffic citations, and wrote 111 case reports.
- Detectives Unit staff members were active this month. They were assigned four (4) new cases and were able to close one by arrest and forward two (2) to the Linn County District Attorney's Office for review of charges; a total of 48 incoming referrals from DHS were reviewed during the past month. Our detective, who has been dedicated to the LINE (Linn Interagency Narcotics) Team full-time, has proven to be an asset; there are several items that are in the works that will make a positive impact on the drug issues here in Lebanon. One search warrant was written for a cell phone for a case that is currently in progress. Detectives attended training this month focused on child abuse investigations.
- Community Services staff made approximately 124 contacts over the past month for several reasons, primarily to address city ordinance violations. Staff also supported the mental health/crisis team members and provided many resources to those in need.
- Community Services staff spent focused time contacting multiple individuals who are experiencing homelessness with the hope that they will seek help and use resources available to them. A total of six (6) individuals engaged by meeting with individuals from The Potter's House, Crossroads, Adult Protective Services, C.H.A.N.C.E., Second Chance, FAC, Linn County Mental Health, The Soup Kitchen, FISH of Lebanon, The River Center and The Salvation Army.
- This month, we launched MyPDConnect, a cutting-edge, user-friendly online reporting platform. This is designed to allow community members to report low-level crimes right from their phone, tablet or desktop. Some highlights of the MyPDConnect portal is that it allows citizens to report crimes such as damaged property, theft, graffiti, and shoplifting; there is now multi-language support; and users can receive instant notifications and updates by text or e-mail.
- We have finalized the upgrades to the LanguageLine Solutions system which provides on-demand phone interpretation, allowing Spanish-speaking callers to make a report or ask

INTEGRITY, PROFESSIONALISM & TEAMWORK

general questions. This service automatically connects the individual with an interpreter and Lebanon Police staff when the option is selected.

- We are pleased to announce we that brought on a new Reserve Police Officer, Cody Hancock, bringing our program to two (2) volunteers.
- We applied for a grant with Emergency Telephone Agency (ETA) through the Linn County Sheriff's Office and were granted \$24,917.60 for four new tri-band radios.

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



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Lebanon, Oregon 97355

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MEMORANDUM

Public Works

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

Date: December 2, 2025

A. Collections (Sanitary-Storm):

- Mowing
 - Mowing in collections system R.O.W.'s is down to maintenance as needed for the season.
 - Removed trees and debris from Burkhart Creek.
- Manholes:
 - Inspecting manholes for I&I.
 - Washed down manholes that affected by the pump station failure.
- Sewer Mains:
 - Cleaned 2245 feet and video inspected 2005 feet of sanitary sewer main line.
 - Flushed low flow, dead-end sewer mains.
 - Repaired sanitary main that was indirectly hit by a Ziplly Fiber boring contractor.
 - Main was located but not exposed.
- Sewer Laterals:
 - Assisted 9 customers with issues related to sewer laterals.
 - Conducted a video inspection of 1125 feet of sanitary sewer laterals.
 - 0 cleanout installed.
 - Conducted 3 sewer lateral replacement investigations.
 - 1 - entered program
 - 0 - not eligible or did not require replacement
 - 0 - working with customers to gather more information
 - 1 -working with engineering to determine best course of action.
 - 1 -Will be completed in-house.
 - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
 - Inspected multiple ditch inlets and culverts to ensure proper stormwater flow. Removed accumulated debris from several locations to improve drainage.
 - Cleaned 700 ft of storm main and 5 related catch basins.
 - Video inspected 375 Feet of Storm main line.
 - Completed several rounds of catch basin/curb inlet clearing during rain events.
- Special projects:
 - Worked with NWFF Environmental on a large oil spill
 - Provided initial spill containment.

- Determined area of spill and location of needed containment.
- Gathered information and preliminary data for upcoming sanitary sewer projects.
- Completed monthly equipment inspections and preventive maintenance to maintain system reliability.
- Assisted the Water Crew on multiple projects.
- Locate Sewer and Storm mains and laterals for contractors.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Checked Gill's Landing Pump Station and pump operation.
- Completed Fall well meter reads.
- Potholed utilities for engineering to prepare for project design.
- Completed plan reviews for CDC.
- Removed pump from Strawberry Plaza for the winter.
- Sand delivered to Sheriff's Substation for sandbags.

B. Parks:

- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleared of leaves and other debris on a weekly basis.
- Additionally, there has been a rise in daily vandalism and trash collection, which has extended the time required for crews to clean restrooms and carry out trash collection.
- Implementing weed management through spraying.
- Mowing and maintenance in city parks.
- Gills Landing
 - There were 46 RV park reservations for the month of November.
 - There was 1 shelter rental for the month of November.

C. Streets:

- Started city wide leaf pickup.
- Paved sunken path section at Cheadle Lake and road at Snow Peak Place.
- Poured concrete at Ralson Park in preparation for tree installation.
- Holiday event light set-up.
- Delivered trees to residents from Blue heron.
- Repaired and replaced damaged street signs.
- Completed cold patch repairs.
- Assisted with water leak on Park / Milton Street.
- Backfilled repaired irrigation line after water service repair.
- Street sweeper operated for nine days, including one day in Brownsville.
- Removed debris and dead animals from roadways.
- Removed fallen / damaged trees at the Eagle Scout Trail, Burkhart Creek, and Century Park.
- Prepared signs for downtown event.
- Monthly equipment checks and maintenance.
- Assisted water department with service orders.

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for November 2025
- Flow for the month of November averaged 2.69 MGD with a peak of 3.79 MGD and a total of 80.74 MG
- Replaced upper belt on Belt Press, ordered replacement
- Drive motor and main bearing on Gravity Belt Failed, replaced with shelf spares and ordered replacements
- Major Equipment still out of Service/In Progress
 - West Bar Screen needs replaced or rebuilt working on obtaining quotes (update OrTec Barscreen Ordered, Estimated January Delivery)
 - Clarifier #2 drive unit has failed (Awaiting parts)

E. Water:

- Completed annual system water flush.
- Locating and service order request. (Read and on/off's, Leak checks, Customer concerns)
- Meter reading.
- Monthly sampling, Along with DBP's, TTHM, HAA5's this month.
- Reviewed and inspected backflow abandonments.
- Fire hydrant maintenance, paint, oil, operate.
- Finishing up Grant Street reservoir pressure washing the outside of tank.
- Grounds maintenance of water building and both reservoirs.
- Changing out system meters.
- Lock offs.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	73.63 MG
Finish Water Produced	64.53 MG
Water Sent to Cheadle Lake	0.00 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.81	1.30	1.15	0.019	0.045	0.023
Finish pH			Raw Turbidity		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.50	8.07	7.75	2.23	8.60	3.55

- Pinning train 3
- Raw water pump impeller onsite



MEMORANDUM

Senior Services & LINX Transit

Date: December 1, 2025

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX Transit & Senior Center Report

LINX Transit:

LINX Transit posted RFQ's to three vendors on the Oregon State Price Agreement for two buses. We had to time the RFQ's in order to take possession of the buses when Oregon Department of Transportation Public Transit Division will have the federal dollars on hand to reimburse funds right away, which should be late spring 2026. We are not sure if the buses will arrive at the end of FY25-26 or beginning of FY26-27, but will keep all apprised of that timeline along the way. Vendor quotes are due back on December 3, 2025.

- We have a federal 5310 grant for up to \$179,460 for a replacement for our oldest CDL bus. We also have a Statewide Transportation Improvement Fund (STIF) Discretionary grant for up to \$18,486 in match for this bus.
- We have a federal 5339 grant for up to \$170,000 for a non-CDL bus to assist our LINX team with keeping up with the increased demand for transportation service in our community. We also have a STIF Discretionary grant for up to \$27,000 in match for this bus.

Senior Center:

The Veterans Recognition event was a wonderful time of remembrance, honoring our Veterans and connecting generations. Over 60 seniors, along with middle school leadership class students and the high school JROTC students came together for the event. Students shared some pieces they wrote in their class about military connections in their family and what our Veterans mean to them. Some Veterans shared stories and thoughts on service, including a 105-year-old World War II Veteran that survived the sinking of two of the ships he was on during that time! Staff and others in attendance were "moved" throughout the program.

Our Annual Thanksgiving Banquet was held on November 20th. With the help of The Oaks of Lebanon, Willamette Manor and the Gillott Home Team, we were able to serve 261 meals to seniors in our community. This number of meals served starts to rival the numbers we saw five years ago, pre-Covid. Seniors are back! We've seen similar increases in number with other classes and programming. Many seniors are working their way back from isolation and trying to make new connections. Others are experiencing greater needs as costs of living go up and their income

does not. We had 35 volunteers that helped to make the Thanksgiving meal special, including the Lebanon High School Varsity Cheer Team. Thank you to all who helped with this event!

Medicare Open Enrollment is a busy time at the Senior Center. Seniors are looking for information about Medicare plan changes and updated options in order to make decisions about changes or new enrollment for the 2026 calendar year. Many insurance representatives rent a room in the Senior center over the open enrollment period to share the benefits and details of the plan(s) that they represent. SHIBA (Senior Health Insurance Benefits Assistance) is the non-profit volunteer program out of OCWCOG that helps answer Medicare questions year-round; they too request more dates to use space to meet with seniors one-on-one to help them get accurate information for their individual needs. Connecting seniors to information and resources is a vital benefit to our community that the Senior Center provides.

EXECUTIVE SESSION ANNOUNCEMENT

Meeting Information

Executive Sessions are closed to the public. There will be no live-stream of this meeting.

Executive Session Announcement

The Lebanon City Council will now meet in Executive Session.

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

Official representation of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during Executive Session, except to state the general subject of the session as previously announced. No formal actions may be taken in Executive Session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

Adjournment