



LEBANON CITY COUNCIL REGULAR MEETING - AMENDED AGENDA

February 14, 2024 at 6:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

ROLL CALL

CONSENT CALENDAR

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

- 1. AGENDA:** Lebanon City Council Agenda – February 14, 2024
- 2. APPOINTMENT:** Budget Committee - Dominic Conti and Robert Waterhouse
- 3. COUNCIL MINUTES:**
2024-01-10 Regular & Executive Session Minutes
2024-01-24 Work Session Minutes
- 4. EASEMENT:** Easement for Utilities - US Bank

PRESENTATION / RECOGNITION

- 5.** Lebanon Chamber of Commerce

PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on February 13, 2024**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

REGULAR SESSION

- 6.** Authorizing a Supplemental Budget for the 2023-2024 Budget (Resolution No. 2024-02)

- [7.](#) Public Defender Contract Renewal
- [8.](#) Lebanon School District Outdoor Maintenance Agreement
- [9.](#) City Manager's Report

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

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

NEXT SCHEDULED COUNCIL MEETING(S): March 13, 2024

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

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

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

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

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



925 S Main Street
Lebanon, Oregon 97355

TEL: 541.258.4913
Brandon.neish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

February 14, 2024

To: Mayor, City Council &
Ron Whitlatch, Interim City Manager
From: Brandon Neish, Finance Director
Subject: Advisory Committee Appointments

I. INTRODUCTION

The Lebanon Budget Committee currently has four vacant positions.

II. CURRENT REPORT

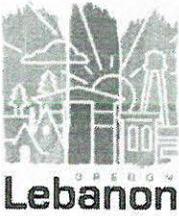
The Budget Committee consists of fourteen members – each member of the Council, including the Mayor, and seven electors (registered voters) of the City. Members must live within Lebanon city limits.

Dominic Conti and Robert Waterhouse have applied to serve on the Budget Committee. Both candidates have prior budget experience and are well qualified for the position.

Mayor Jackola reviewed the applications and recommends appointment to a three-year term.

III. RECOMMENDATION

Staff recommends Dominic Conti and Robert Waterhouse be appointed to the Lebanon Budget Committee.



City Recorder's Office
 925 S. Main Street
 Lebanon, OR 97355
 (541) 258.4905
city.recorder@lebanonoregon.gov
www.lebanonoregon.gov

Item # 2.

APPLICATION FOR BOARD / COMMITTEE / COMMISSION

Applicant Information (Please type/print clearly):

Name: Dominic Conti		Date: 11/17/2023
Home Address: 170 Hobbs St. Lebanon, OR 97355		
Mailing Address: 995 Airport Rd. Lebanon, OR 97355		
Home Phone: [REDACTED]	Email Address: [REDACTED]	Business Phone: [REDACTED]
Occupation: general manager	Employer: M&M Trans (AAMCO)	[REDACTED]
Preferred method of contact: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Email		
Please mark which one you are interested in serving on:		
<input type="checkbox"/> Ad Hoc Committee _____ <small>(Print the Ad Hoc Committee Name)</small>		<input type="checkbox"/> Non-Election Council Vacancy
<input checked="" type="checkbox"/> Budget Committee <small>(Must be Registered Voter)</small>	<input type="checkbox"/> Library Advisory Committee	<input type="checkbox"/> Parks, Trees & Trails Advisory Committee
<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Senior & Disabled Services Advisory Committee	
Are you applying for reappointment: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how long did you serve in this capacity: ____ Year(s) ____ Month(s)		
Describe experience related to position applying for: -General Manager (9 years) Aamco (M&M Trans) of Corvallis and Lebanon Branches. I oversee daily operations/purchase orders and direct all aspects of a 2.3 million dollar budget. -Technical Director and Editor of Hot Rod and Street Rod magazines. I developed and maintained multiple high-level sponsorships with industry leaders such as Craftsman, Holly carburators, and others.		
List current and/or previous involvement on any government boards/committees/commissions/councils: -Active and involved with local community organizations who monitor and provide information and data about boards, councils, and special districts impacting and affecting the quality of life of the Lebanon citizens. -Developed multiple sponsorship and fundraising opportunities through leadership and involvement with management of Willamette Speedway.		
Explain why you are interested in serving in this capacity (attach additional sheet if needed): -I beleive we must have fully competent due-diligence regarding Lebanons financial documents and policies that information must be presented to the public with transparency and disclosure. -I am an involved and informed citizen who asks questions and listens. I am very interested in sound management and being a proud steward of the taxpayers money.		

Applicant's Signature: [REDACTED] Date: 11/17/23

FOR OFFICE USE ONLY

DATE RECEIVED: ____/____/____	City Council Appointment Date: ____/____/____
DATE SENT TO:	Applicant Notification Date: ____/____/____
Director: ____/____/____ Mayor: ____/____/____	Term Start Date: ____/____/____
Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Term End Date: ____/____/____

Print Form

Reset Form



City Recorder's Office
 925 S. Main Street
 Lebanon, OR 97355
 (541) 258.4905
city.recorder@lebanonoregon.gov
www.lebanonoregon.gov

Item # 2.

APPLICATION FOR BOARD / COMMITTEE / COMMISSION

Applicant Information (Please type/print clearly):

Name: Robert Waterhouse		Date: 1/25/24
Home Address: 412 E Ash St, Lebanon, OR 97355		
Mailing Address: 412 E Ash St, Lebanon, OR 97355		
Home Phone: [REDACTED]	Email Address: rrwaterho@gmail.com	Business Phone: 541-619-2125
Occupation: Small business owner	Employer: Corylus Farms	Emergency Contact Phone: [REDACTED]
Preferred method of contact: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Email		
Please mark which one you are interested in serving on:		
<input type="checkbox"/> Ad Hoc Committee _____ <small>(Print the Ad Hoc Committee Name)</small>		<input type="checkbox"/> Non-Election Council Vacancy
<input checked="" type="checkbox"/> Budget Committee <small>(Must be Registered Voter)</small>	<input type="checkbox"/> Library Advisory Committee	<input type="checkbox"/> Parks, Trees & Trails Advisory Committee
<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Senior & Disabled Services Advisory Committee	
Are you applying for reappointment: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how long did you serve in this capacity: ____ Year(s) ____ Month(s)		
Describe experience related to position applying for: As the Senior Scientist for Entek International, I was responsible for preparing budgets for the entire R&D group. As a small business owner, I prepare budgets for continuing operations at Corylus Farms.		
List current and/or previous involvement on any government boards/committees/commissions/councils: Lebanon Bicycle and Pedestrian Advisory Council Governor's Advisory Council on Transportation Electrification (State of Oregon)		
Explain why you are interested in serving in this capacity (attach additional sheet if needed): I am good with numbers and I would like to serve my city of Lebanon in this important role.		

[REDACTED SIGNATURE]

Date: 1-25-2024

FOR OFFICE USE ONLY

DATE RECEIVED: ____/____/____	City Council Appointment Date: ____/____/____
DATE SENT TO:	Applicant Notification Date: ____/____/____
Director: ____/____/____ Mayor: ____/____/____	Term Start Date: ____/____/____
Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Term End Date: ____/____/____

Print Form

Reset Form



LEBANON CITY COUNCIL REGULAR MEETING MINUTES

January 10, 2024 at 6:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

The meeting was called to order at 6:00 PM.

ROLL CALL

PRESENT

Mayor Kenneth Jackola

Councilor - Ward 1 Wayne Dykstra

Councilor - Ward 1 Carl Mann

Councilor - Ward 2 Kim Ullfers

Councilor - Ward 2 Dave Workman

Councilor - Ward 3 Jeremy Salvage

Council President - Ward 3 Michelle Steinhebel

CONSENT CALENDAR

Motion to approve the Consent Calendar was made by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 2 Workman. Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

1. **AGENDA:** Lebanon City Council Agenda – January 10, 2024
2. **COUNCIL MINUTES:**
December 13, 2023 Regular & Executive Sessions
3. **EASEMENTS:**
S. 9th Street
River Center Plaza
4. **IRREVOCABLE PETITION:**
S. 9th Street

PUBLIC COMMENTS

Michael Couch, Crossroads Communities Executive Director, petitioned the City to adopt ORS 307.541 that exempts nonprofits from property taxes as it relates to operating affordable housing.

Judy Annin, Sadie Blau, Misty McCormick, Nancy McMackin, Cathye Kinkelaar, Lynn Cole, Danae Thomas, Debra Koester, and Sadie Law spoke regarding senior mobile home park rent increases and SB 611.

Robert Gulley spoke on community health and his concerns about stress from finances, health and relationships.

PRESENTATION / RECOGNITION

5. Lebanon Downtown Association - 2023 Annual Report

Shelly Jackola and Dala Johnson, Lebanon Downtown Association, presented their 2023 Report. They have returned to adhering to the 501(c)(3) standard and are in alignment with Oregon Main Street, the IRS and Department of Justice.

Councilor Ullfers praised the group's endeavors to regain compliance.

PUBLIC HEARING(S)

REGULAR SESSION

6. Lebanon Downtown Association Funding Request

Interim City Manager Whitlatch presented staff's recommendation to release funding to the Lebanon Downtown Association as they met all requirements.

Motion made by Councilor - Ward 2 Ullfers, Seconded by Councilor - Ward 1 Dykstra. Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

7. 7th Street Bid Award

Interim City Manager Whitlatch briefly described the project and requested approval to award the Seventh Street Reconstruction Project to Willamette Valley Excavating for \$3,059,934 on January 16, 2024.

Motion made by Council President - Ward 3 Steinhebel, Seconded by Councilor - Ward 2 Ullfers. Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

8. Resolution No. 2024-01 - A Resolution for the Acquisition of Real Property by Condemnation by the City of Lebanon.

Interim City Manager Whitlatch spoke about the Airport Road and Stoltz Hill Road Improvements Project and history of contact with the property owner at the southwest corner of Airport/Stoltz Hill Roads for right-of-way needed. He requested approval of Resolution No. 2024-01 Acquisition of Real Property by Condemnation by the City of Lebanon.

Motion made by Councilor - Ward 2 Workman, Seconded by Council President - Ward 3 Steinhebel. Voting Yea: Councilor - Ward 1 Dykstra, Councilor - Ward 1 Mann, Councilor - Ward 2 Ullfers, Councilor - Ward 2 Workman, Councilor - Ward 3 Salvage, Council President - Ward 3 Steinhebel

9. City Manager's Report

The City Manager's Report was presented to Council by Interim City Manager Whitlatch.

Directors will be meeting in February regarding the General Fund's structural deficit.

The cost for the billboard is \$800/4 weeks with the current lease expiring in June 2024. Every billboard content change would cost \$250. There was a suggestion about the Lebanon Downtown Association or Chamber of Commerce taking the lead on this with the Council narrowing the messaging focus. Interim City Manager Whitlatch said that he would report back after discussing this with the Chamber.

There was discussion about leasing the Santiam Travel Station and moving the Council Chambers to the Library Community Room.

ITEMS FROM COUNCIL

Councilor Dykstra spoke regarding the affordability of mobile home parks for seniors. He read some of the article "Trapped: How federally backed financing is making mobile homes less affordable" and Representative Jami Cate's response.

City Attorney Kennedy spoke about municipalities being prohibited from establishing rent control (ORS 91.225). At Council's request, he will look into this further and draft a letter of support to state and federal representatives.

Councilor Workman said that he cares about every citizen of Lebanon equally but feels that the housing-first approach of solving homelessness is ineffective and inefficient. The City does not have the resources to build a shelter and provide needed social services. The federal and state government need to refocus their funding and resources to help those that can be helped instead of wasting them on things proven to be ineffective.

Mayor Jackola said that monthly work sessions are warranted until the budget process is concluded. The first will be a goal setting session on January 24 at noon.

Councilor Ullfers shared that the warming center for the unhoused will be open on Saturday, Sunday and Monday.

PUBLIC/PRESS COMMENTS

Judy Annin requested that the City look into how Portland was able to separate regulations for manufactured homes versus other rentals.

[Unidentified] would like manufactured homeowners to be offered the ability to invest in their space so that they can ultimately own it.

[Unidentified] presented some options and requested that the City send a letter to Legacy Communities or reach out to Jackson County Representative Pam Marsh.

There was a brief discussion regarding the signing of new leases.

Gamael Nassar suggested the Lebanon Downtown Association Tourism Committee, Chamber of Commerce and a City committee work together to use the billboard for tourism. They will help with funding.

Tim, resident of Twin Cedars, spoke about issues he has also experienced with rising costs.

Sarah Brown, Lebanon Local, asked if the City has any power to offer incentives to control the increasing costs for manufactured homes. Mayor Jackola said that different courses of action can be looked at since the City is now aware of this issue.

NEXT SCHEDULED COUNCIL MEETING(S):

Work Session - January 24, 2024 at noon

Regular Meeting - February 14, 2024 at 6:00 pm

ADJOURNMENT

The meeting was adjourned at 8:13 PM.

[Minutes prepared by Donna Trippett, Deputy City Recorder]

Minutes Approved by the Lebanon City Council on this 14th day of February 2024.

_____	<input type="checkbox"/>
Kenneth E. Jackola, Mayor	
Michelle Steinhebel, Council President	<input type="checkbox"/>

ATTESTED:

Julie Fisher, City Recorder



LEBANON CITY COUNCIL WORK SESSION MINUTES

January 24, 2024 at 12:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

PRESENT:

Mayor Kenneth Jackola
Councilor - Ward 1 Wayne Dykstra
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 Kim Ullfers
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage
Council President - Ward 3 Michelle Steinhebel

STAFF PRESENT:

Interim City Manager Ron Whitlatch
City Attorney Tre Kennedy
City Recorder Julie Fisher
Community Development Director Kelly Hart

12:00 PM – CALL TO ORDER WORK SESSION

DISCUSSION ITEMS

1. City Council Goal Setting

Interim City Manager Whitlatch reviewed short-term and strategic planning approaches to goal setting. The Mayor and Council spoke about goals important to them.

There was Council consensus to initiate a strategic planning and goals process and to direct staff to put together an Request for Proposals to secure a moderator.

ADJOURN WORK SESSION

The work session was adjourned at 12:50 p.m.

[Minutes prepared by Donna Trippett, Deputy City Recorder]

Minutes Approved by the Lebanon City Council on this 14th day of February 2024.

Kenneth E. Jackola, Mayor
Michelle Steinhebel, Council President

ATTESTED:

Julie Fisher, City Recorder



925 S. Main Street
Lebanon, Oregon 97355

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

MEMORANDUM

Engineering Services

To: Ron Whitlatch, PE
Engineering Services Director

Date: February 9, 2024

From: Shana Olson 
Project Manager

Subject: Sewer Easement – US Bank

The attached easement for public access and dedication is to be presented for City Council approval. The existing private sewer main will be come a public sewer main to serve multiple businesses in this plaza.

Staff's recommendation is to approve the easement dedication and authorize the Interim City Manager to sign it.

EASEMENT FOR UTILITIES

THIS AGREEMENT, made and entered into this 26 day of January, 2024 by and between **U.S. Bank National Association** (Address): 800 Nicollet Mall, BC-MN-H15F, Minneapolis, Minnesota 55402, herein called **Grantors**, and the **CITY OF LEBANON** (Address): 925 Main Street, Lebanon, Oregon 97355, a Municipal corporation, herein called "**City**."

WITNESSETH:

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

This agreement is subject to the following terms and conditions:

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

SEE EXHIBIT "A" ATTACHED
SEE EXHIBIT "B" ATTACHED

2. The permanent easement described herein grants to the City and to its successors, assigns, authorized agents or contractors, the perpetual right to enter upon said easement at any time that it may see fit for construction, maintenance, evaluation and/or repair purposes.
3. The easement granted is in consideration of \$1.00, the receipt of which is hereby acknowledged, and in further consideration of the public improvements to be placed upon said property and the benefits Grantor may obtain therefrom. City agrees that it shall install a sewer line connecting Grantor's Property, including the building located on the Property, to the City sewer system, all a City's sole cost and expense.
4. Upon performing any maintenance, the City shall return the site to its original condition.
5. No permanent structure shall be constructed on this easement. All existing pavement, curbing, and landscaping may remain in place.
6. To the extent allowed by law, City, its employees, agents and contractors hereby indemnify and hold Grantor harmless from and against any injury, expense, damage, liability or claim incurred by Grantor arising directly or indirectly from the entry rights granted by Grantor to City under this Agreement or any act or omission by City, its agents, employees, servants, contractors, or any other person entering upon the property under express or implied invitation or consent of City. City further agrees to reimburse Grantor for any costs or expenses, including, but not limited to, court costs and reasonable attorney's fees, incurred by Grantor with respect to any such injury, expense, damage, liability or claim.
7. At all times, City, or any vendor entering upon the Property, shall maintain at its own cost and expense, a policy of commercial general liability insurance, including contractual liability covering its obligations under this Agreement, with a minimum coverage of \$1,000,000 per occurrence and not less than \$2,000,000 annual aggregate as to the Easement Area and the Property. City shall also carry automobile liability coverage, along with all required worker's compensation insurance.

[signature page follows]

IN WITNESS WHEREOF, we have set our hands hereto this _____ day of _____, 2024.

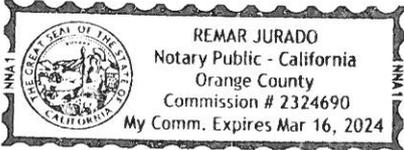
STATE OF _____)
County of _____)ss.
_____)

Rock A Macke, VP, RFM
GRANTOR

On the 26 day of Jan., 2024 personally appeared the within named Rock A. Macke who acknowledged the foregoing instrument to be a voluntary act and deed.

BEFORE ME: [Signature]
NOTARY PUBLIC

Commission Expires: Mar. 16, 2024



IN WITNESS WHEREOF, we have set our hands hereto this _____ day of _____, 2024

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

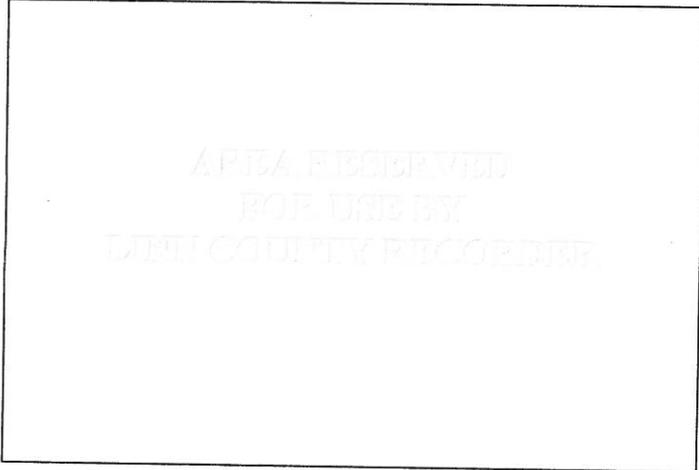
By: _____
Ron Whitlatch, City Manager

GRANTEES

On the __ day of _____, 202 personally appeared who being duly sworn, did say that the above is the city Manager for the City of Lebanon, a Municipal Corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its City Council, which accepted this easement on the _____ day of __, 2023, and who acknowledged said instrument to be a voluntary act and deed.

BEFORE ME: _____
NOTARY PUBLIC FOR OREGON

Commission expires: _____



TAXES: EXEMPT - AFTER RECORDING RETURN TO: CITY OF LEBANON, 925 MAIN STREET, LEBANON, OR 97355
Revised 11/06/13

Legal Description
Exhibit "A"

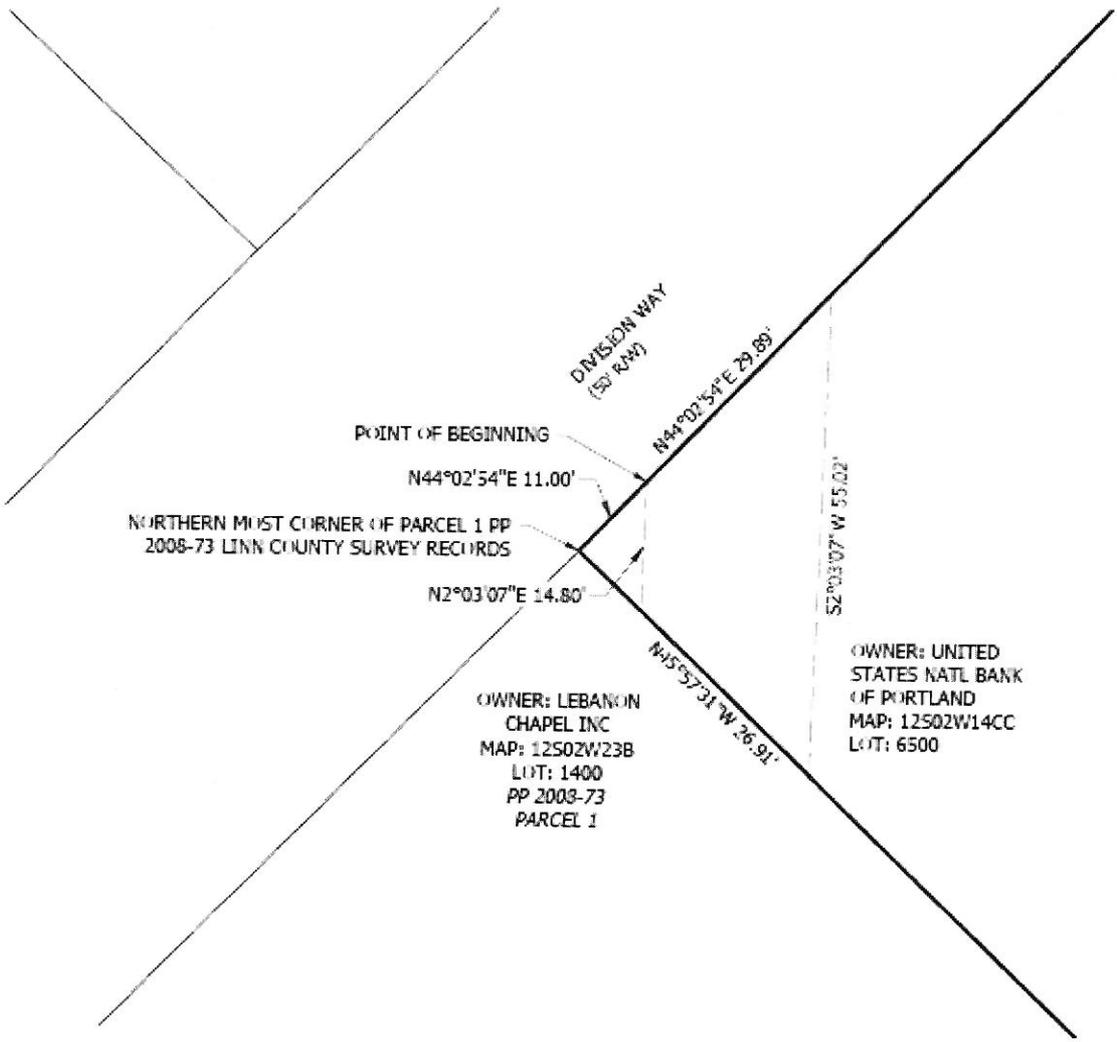
An area of land located in the Northwest 1/4 of the Northwest 1/4 of Section 23, Township 12 South, Range 2 West of the Willamette Meridian in Linn County and being more specifically described as follows:

Beginning at a point that is North 44°02'54" East 11.00 feet from the Northern most corner of Parcel 1 of Linn County Partition Plat 2008-73 along the Southern right-of-way of Division Way; thence along said right-of-way North 44°02'54" East 29.89 feet; thence leaving said right-of-way South 02°03'07" West 55.02 feet; thence North 45°57'31" West 26.91 feet; thence North 02°03'07" East 14.80 feet to the point of beginning.

The above-described area contains 698.17 square feet (0.02 acres). See exhibit "B" for a map of the described area.



Udell Engineering & Land Surveying, LLC
63 East Ash Street, Lebanon, OR 97355
Ph: 541-451-5125 • Fax: 541-451-1366



NORTHERN MOST CORNER OF PARCEL 1 PP
2008-73 LINN COUNTY SURVEY RECORDS

OWNER: LEBANON
CHAPEL INC
MAP: 12502W23B
LOT: 1400
PP 2008-73
PARCEL 1

OWNER: UNITED
STATES NATL BANK
OF PORTLAND
MAP: 12502W14CC
LOT: 6500



SCALE:



LEGEND

- R/W RIGHT OF WAY
- PP PARTITION PLAT

SHEET 1
of 1



Date 11/20/23
Project # 23-217
Drawn: NDJ
Checked: BSV

EXHIBIT "B"
CITY OF LEBANON
PUBLIC SEWER EASEMENT
925 S MAIN ST
LEBANON, OR 97355

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

Visitors Center Rebuild 2024

Rebecca Grizzle

President CEO

Item # 5.









Build \$202,000
Furnish \$25,000
Cultural Display \$20,000
Contingency \$49,400
Total \$296,400

Insurance \$180,000
Deficiency \$116,400



Building Materials, Surface \$80,000

Fencing \$10,000

Furnishings \$5,000

Labor \$20,000

Total \$115,000

T-Mobile Grant \$50,000

Deficiency \$60,000



MEMORANDUM

Finance Department

To: Mayor Jackola & Lebanon City Councilors
Ron Whitlatch, Interim City Manager & Budget Officer

Date: February 14, 2024

From: Brandon Neish, Finance Director

Subject: FY23 Budget Amendments & Supplemental Budget

I. INTRODUCTION

Oregon Local Budget Law, ORS 294, allows for either the transfer of appropriations or a supplemental budget to increase expenditure authority after a budget has been adopted. The 2024 fiscal year budget was adopted by the City Council on June 14, 2023. ORS 294.462(1) allows for the City Council to transfer existing expenditure authority from one budget line to another and ORS 294.471(a) allows a supplemental budget when there is an occurrence or condition that is not ascertained when preparing the original budget.

II. CURRENT REPORT

There are two adjustments outlined in Resolution No. 2024-02; an adjustment to the Finance budget in the General Fund and an adjustment to the Mayor and City Council budget due to unknown factors that arose after budget development was completed.

The Finance adjustment seeks to add \$30,000 to the Municipal Court budget to cover additional fringe benefits for staff beyond the original budget. Prior to 2024, the Municipal Court Judge served under a personal services contract which paid the Judge as an individual contractor. According to IRS rules, the Judge must be an employee of the City. The contract adopted by the City Council in June 2023 made the transition as required. As such, there are additional costs borne by the City; payroll taxes and retirement contributions. These additional expenditures were not originally anticipated in the adopted budget. A portion of the funds are being moved from a material & service account to a part-time salary line. The remaining adjustment, \$30,000, is to come from a contingency account budgeted annually for unanticipated payouts, vacation and sick leave cash outs, and other unplanned expenditures.

The second adjustment contained herein is an adjustment to the Mayor & City Council budget. When the budget was built, no expenditures were planned for retirement contributions. During a reconciliation with PERS, it was determined that City Council members, who are considered "employees," are eligible for a Public Employees Retirement System (PERS) retirement. Several Council members are either active or retired PERS members eliciting a required contribution from the City based on a percentage of their

THE CITY THAT FRIENDLINESS BUILT

compensation. The adjustment contained includes \$6,500 from the aforementioned contingency line to accommodate these unplanned PERS costs for the remainder of the 2024 fiscal year.

III. RECOMMENDATION

- Adopt Resolution No. 2024-02 authorizing a transfer in budget appropriations.

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL) RESOLUTION NO. 2024-02
BUDGET FOR THE CITY OF LEBANON 2023-2024)
BUDGET)
)**

WHEREAS, ORS 294.338(3) allows for the governing body to adopt a resolution to to transfer appropriations for a specific purpose or purposes; and,

WHEREAS, the FY24 adopted budget did not contain a budget for City Councilor retirement contributions; and,

WHEREAS, the Municipal Court Judge was budgeted as a material & service contract expense; and,

WHEREAS, the contract for the Municipal Court Judge was converted to an employment contract over a personal services contract; and,

WHEREAS, contract changes with the Municipal Court Judge have added additional costs for payroll taxes and PERS retiree contributions; and,

WHEREAS, funds are appropriated in contingencies to be prepared for this kind of unforeseen circumstances.

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

Section 1. Authorizes the following adjustment to the appropriations of the 2023-2024 budget:

Fund	Account Number	Description	Adopted Budget	Adjustment	Amended Budget
General Fund					
	100-131-51015	City Council - PERS	-	6,500	6,500
	100-141-61130	Court - Contract Services	46,000	(46,000)	-
	100-141-50005	Court - PT Salaries	-	46,000	46,000
	100-141-51000	Court - Fringe Benefits - Budget	-	30,000	30,000
	100-950-80001	Operating Contingency	67,036	(36,500)	30,536

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 14th day of February, 2024 by a vote of _____ yeas and _____ nays.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor
Michelle Steinhebel, Council President

ATTEST:

Julie Fisher, CMC, City Recorder



925 S Main Street
Lebanon, Oregon 97355

TEL: 541.258.4913
Brandon.neish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

February 14, 2024

To: Mayor, City Council &
Ron Whitlatch, Interim City Manager
From: Brandon Neish, Finance Director
Subject: Advisory Committee Appointments

I. INTRODUCTION

The Contract with Public Defender Erik Moeller is set to expire February 2024.

II. CURRENT REPORT

The current contract for the Public Defender is \$22,000 per year. The contract amount has remained the same for the past four years. Erik Moeller is requesting an increase to \$26,000 per year. The updated contract is attached for review.

III. RECOMMENDATION

Staff recommends accepting the updated terms with Erik Moeller for Public Defender and authorizing the Mayor to sign the contract.

INDEPENDENT CONTRACTOR AGREEMENT FOR PUBLIC DEFENSE SERVICES

THIS AGREEMENT, made and entered into this ~~1st~~ 14th day of ~~March~~ February, 202~~4~~2, by and between the City of Lebanon, a municipal corporation of the State of Oregon, hereinafter called "City", and Erik ~~-~~Moeller, hereinafter called "Public Defender" or "Moeller" depending on the context. The following are the underlying bases for the Contract:

- The city has a constitutionally mandated responsibility to provide public defender services.
- The City desires to have legal services performed for eligible persons entitled to public representation in Lebanon by Moeller, as authorized by law.
- Moeller agrees to provide, and the City agrees to pay for, competent and diligent representation to its clients as required by the Oregon Rules of Professional Conduct.
- The City and Moeller agree that any and all funds provided pursuant to this Contract are provided for the sole purpose of provision of legal services to eligible clients.

THE PARTIES AGREE AS FOLLOWS:

1. **Duties:** The City hereby contracts with Moeller to serve as the Public Defender, for the City, to perform the functions and duties specified in said job description (Attachment A) and outlined in this Agreement and shall perform such other duties and functions for the City, from time to time, if mutually agreed upon by both parties.

2. **Term:** This agreement shall be for two years, commencing upon the first day of March 202~~4~~0 and ending on the last day of February, 202~~6~~42. The terms of this agreement shall be reviewed by the parties at the end of this term. Should an extension period be requested a new contract shall be drafted.

(a) For the purpose of this agreement, said Public Defender is considered an "Independent Contractor." Notwithstanding the foregoing, Moeller shall serve at the pleasure of the Lebanon City Council. Either party may, at any time, terminate this contract with or without cause, upon a sixty-day written notice, in which event Moeller shall be entitled to all payments then due.

(b) The City may terminate this contract for good and sufficient cause with or without notice.

3. **Independent Contractor:** Moeller is, for all purposes arising out of this Contract, an independent contractor, and neither Moeller nor his employees shall be deemed employees of the City. Moeller shall complete the requirements of this Contract according to his own means and methods of work, which shall be in the exclusive charge and control of Moeller and which shall not be subject to control or supervision by the City, except as specified herein.

4. **Periodic Review:** The City Council may review the performance and compensation of the Public Defender by such method and at such times as the Council shall deem appropriate and necessary.

5. **Hours of Work:** It is recognized that the hours devoted by the Public Defender in the performance of his responsibilities may vary with the caseload of the court. It is anticipated that court shall be held the second and fourth Tuesday's of every month subject to the discretion of the Municipal Judge and needs of the court.

6. **Compensation:** Moeller shall be paid the sum \$~~22,200~~6,000 annually, paid in monthly installments of \$~~1,850~~2,166.00 beginning March 202~~40~~ through February 202~~62~~ as compensation for services to be performed pursuant to this Agreement and as outlined in the Public Defender job description (Attachment A). Payment shall be made pursuant to the City's usual practices for the payments of accounts payable.

7. **Support Staff:** Moeller agrees that he has secured or will secure at his own expense, all persons, employees, and equipment required to perform the services required under this Contract.

8. **General Provisions:** This contract shall constitute the entire agreement between the parties and supersede any previous agreements or understandings. If any provisions or a portion thereof contained in the contract is held to be unconstitutional, invalid or unenforceable, the remainder of this contract, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect. No other benefits, consideration or compensation of any kind shall be due from the City to Moeller or any of his staff other than as set forth herein.

9. **Effective Date:** This agreement shall be effective the first day of March, 202~~40~~49.

IN WITNESS WHEREOF, the City has caused this agreement to be signed and executed by virtue of the lawful authority of the Lebanon City Council, upon the date first mentioned above.

Kenneth Jackola, Mayor of Lebanon

Ron Whitlatch, Interim City Manager

ATTEST:

Julie Fisher, City Recorder

Erik J.D. Moeller, Public Defender

Approved as to form:

John E. Kennedy, City Attorney

Date

Attachment A

- Providing legal representation, consultation, and advice to clients.
- Representing clients during criminal investigative proceedings.
- Preparing a defense, conducting legal research, gathering facts, and interviewing the client and witnesses.
- Working closely with clients, providing and discussing information, strategies, and developments.
- Arranging for bail to be set and bonds to be posted.
- Writing motions, pleadings, and legal arguments.
- Preparing legal documentation and representing clients in court.
- Handling pretrial discovery, withdraw pleas, suppression motions, and appeals.
- Attending sentencing and negotiating plea bargains.

INDEPENDENT CONTRACTOR AGREEMENT FOR PUBLIC DEFENSE SERVICES

THIS AGREEMENT, made and entered into this 14th day of February, 2024, by and between the City of Lebanon, a municipal corporation of the State of Oregon, hereinafter called "City", and Erik Moeller, hereinafter called "Public Defender" or "Moeller" depending on the context. The following are the underlying bases for the Contract:

- The city has a constitutionally mandated responsibility to provide public defender services.
- The City desires to have legal services performed for eligible persons entitled to public representation in Lebanon by Moeller, as authorized by law.
- Moeller agrees to provide, and the City agrees to pay for, competent and diligent representation to its clients as required by the Oregon Rules of Professional Conduct.
- The City and Moeller agree that any and all funds provided pursuant to this Contract are provided for the sole purpose of provision of legal services to eligible clients.

THE PARTIES AGREE AS FOLLOWS:

1. **Duties:** The City hereby contracts with Moeller to serve as the Public Defender, for the City, to perform the functions and duties specified in said job description (Attachment A) and outlined in this Agreement and shall perform such other duties and functions for the City, from time to time, if mutually agreed upon by both parties.

2. **Term:** This agreement shall be for two years, commencing upon the first day of March 2024 and ending on the last day of February, 2026. The terms of this agreement shall be reviewed by the parties at the end of this term. Should an extension period be requested a new contract shall be drafted.

(a) For the purpose of this agreement, said Public Defender is considered an "Independent Contractor." Notwithstanding the foregoing, Moeller shall serve at the pleasure of the Lebanon City Council. Either party may, at any time, terminate this contract with or without cause, upon a sixty-day written notice, in which event Moeller shall be entitled to all payments then due.

(b) The City may terminate this contract for good and sufficient cause with or without notice.

3. **Independent Contractor:** Moeller is, for all purposes arising out of this Contract, an independent contractor, and neither Moeller nor his employees shall be deemed employees of the City. Moeller shall complete the requirements of this Contract according to his own means and methods of work, which shall be in the exclusive charge and control of Moeller and which shall not be subject to control or supervision by the City, except as specified herein.

4. **Periodic Review:** The City Council may review the performance and compensation of the Public Defender by such method and at such times as the Council shall deem appropriate and necessary.

5. **Hours of Work:** It is recognized that the hours devoted by the Public Defender in the performance of his responsibilities may vary with the caseload of the court. It is anticipated that court shall be held the second and fourth Tuesday's of every month subject to the discretion of the Municipal Judge and needs of the court.

6. **Compensation:** Moeller shall be paid the sum \$26,000 annually, paid in monthly installments of \$2,166.00 beginning March 2024 through February 2026 as compensation for services to be performed pursuant to this Agreement and as outlined in the Public Defender job description (Attachment A). Payment shall be made pursuant to the City's usual practices for the payments of accounts payable.

7. **Support Staff:** Moeller agrees that he has secured or will secure at his own expense, all persons, employees, and equipment required to perform the services required under this Contract.

8. **General Provisions:** This contract shall constitute the entire agreement between the parties and supersede any previous agreements or understandings. If any provisions or a portion thereof contained in the contract is held to be unconstitutional, invalid or unenforceable, the remainder of this contract, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect. No other benefits, consideration or compensation of any kind shall be due from the City to Moeller or any of his staff other than as set forth herein.

9. **Effective Date:** This agreement shall be effective the first day of March, 20224.

IN WITNESS WHEREOF, the City has caused this agreement to be signed and executed by virtue of the lawful authority of the Lebanon City Council, upon the date first mentioned above.

Kenneth Jackola, Mayor of Lebanon

Ron Whitlatch, Interim City Manager

ATTEST:

Julie Fisher, City Recorder

Erik J.D. Moeller, Public Defender

Approved as to form:

John E. Kennedy, City Attorney

Date

Attachment A

- Providing legal representation, consultation, and advice to clients.
- Representing clients during criminal investigative proceedings.
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- Attending sentencing and negotiating plea bargains.



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, Interim City Manager
Subject: **Lebanon School District IGA – Outdoor Maintenance**

Date: February 1, 2024

I. INTRODUCTION

Each year the City of Lebanon and the Lebanon School District have entered into an Intergovernmental Agreement for outdoor maintenance. The agreement provided that in exchange for \$155,000 annually the City would provide maintenance of certain District outdoor facilities. On January 29, 2024, the City received notice from the District of their request to discontinue their participation in the outdoor maintenance agreement with the City effective June 30, 2024.

III. RECOMMENDATION

Staff recommends approval of the current IGA for 2023-2024 between the City of Lebanon and the Lebanon Community School District for outdoor Maintenance which will end June 30, 2024.

**OUTDOOR MAINTENANCE
INTERGOVERNMENTAL AGREEMENT
City of Lebanon and Lebanon School District**

July 1, 2023 – June 30, 2024

THIS AGREEMENT is entered into between the City of Lebanon (City) and the Lebanon Community School District (District) for the purpose of establishing an Intergovernmental Agreement pursuant to Oregon Revised Statutes Chapter 190 concerning the maintenance of certain District outdoor facilities.

WHEREAS:

- A. Oregon Revised Statutes Chapter 190 authorizes units of local government to enter into written agreements with any other units of local government for the performance of any or all functions and activities that a party to the agreement, its officers or agencies, have authority to perform. The agreement may provide for the performance of a function or activity by means of facility or equipment jointly constructed, owned, leased, or operated, or by one of the parties for any other party, or by a combination of any methods described in ORS 190.010.
- B. In order to improve economy and efficiency, the parties desire to enter into an agreement whereby the City will provide certain maintenance responsibilities for District property.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. CITY RESPONSIBILITIES

1. The City will provide mowing, weeding and general aesthetic upkeep for the following District properties: Cascade Elementary; Green Acres Elementary; Pioneer Elementary; Riverview Elementary; Hamilton Creek Elementary School; Seven Oak Middle School; and Lebanon High School.
2. The City shall provide periodic mowing for District property in Waterloo. Periodic shall mean as necessary for minimal upkeep.
3. The City shall make reasonable efforts to maintain the areas identified above on a regular basis as needed in the discretion of the City in consultation with the District.
4. Except as otherwise provided in this agreement, the City Maintenance Operations Manager, or his designee, will be solely responsible for the supervision, control and performance of the requirements contained herein. The City Maintenance Operations Manager shall work cooperatively with the District Assistant Superintendent of Operations, or designee, to coordinate the responsibilities contained herein and to address the specific requirements and obligation for each of the District properties identified above.
5. It is agreed between the parties that the City employees working on the District maintenance responsibilities are and will remain employees of the City. The City will be responsible for all workers' compensation coverage, payroll, state and federal taxes.

B. DISTRICT RESPONSIBILITIES

1. The District will pay \$155,000 annually for maintenance services provided by the City of Lebanon during the period of July 1, 2023 through June 30, 2024.
2. The annual contract fee will be paid in full to the City no later than July 1, 2023.
3. All materials will be provided by the District at the District's costs, including but not limited to bark, mulch, fertilizer, and chemicals, as needed at the City's discretion.
4. The anticipated goal of this Agreement is for the District to reimburse the City the actual costs of providing the services contained herein. As a result, the City and District shall meet periodically to review the actual costs associated with the work envisioned herein. Any extension or renewals of this Agreement shall be based on negotiations based on the actual costs of providing the services contained herein. In the event the City determines it is not being reimbursed the actual cost of providing the services, and the parties cannot reach a mutually agreed modification to this Agreement, the City can terminate this agreement with thirty (30) days' notice.

C. TERMS OF AGREEMENT

The term of this Agreement will commence on July 1, 2023, and continue through June 30, 2024. Subject to Section B(4) above, this Agreement may be terminated prior to that date by mutual consent of both parties or by one party notifying the other party of their intent to discontinue participation no later than 90 days prior to the end of the City's fiscal year. This Agreement can be terminated without cause by either party with 60 days' notice. At the time this Agreement was entered, both parties have sufficient funding. In the event either party terminated this Agreement, under this section, the annual contract amount will be prorated per month based upon the time remaining on this Agreement for that given school year.

D. PERSONNEL / WORKERS' COMPENSATION

Employees or volunteers of each party shall remain employees / volunteers of that agency, and are subject to the personnel policies, rules, and regulation solely of that party. Each party to this Agreement agrees to provide workers' compensation insurance coverage to its employees and volunteers, and; each party shall supervise their individual employees while working under this Agreement. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws.

E. HOLD HARMLESS / INDEMNITY

Subject to the limitations and conditions of the Oregon Tort Claims Act ORS 30.260 through ORS 30.300, the parties agree to hold the other harmless, to indemnify and to defend the other, its officers, agents and employees from any and all liability, action, claims, losses, damages or other costs including attorney's fees and witness costs that may be asserted by any person or entity arising from, during or in connection with the performance of the work described in this Agreement. Nothing in this hold harmless shall be deemed to create a liability in excess of the Oregon Tort Claims limits for either part.

F. AMENDMENT

The terms of this Agreement may not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written agreement signed by both parties.

G. NON-DISCRIMINATION

The parties agree not to discriminate based on race, religion, sex, sexual orientation, color, age, family status, marital status, source of income, national origin or mental or physical disability in the performance of this Agreement.

H. PUBLIC CONTRACTING

Both parties agree to comply with the Oregon Public Contracting Code, ORS 279A-ORS 279C, as applicable, particularly regarding contracts with third-party vendors entered in the performance of the parties' respective obligation under this Agreement.

I. ATTORNEY'S FEES

If any action is instituted by either party in connection with any claim or controversy arising out of this Agreement, attorney's fees may not be awarded by a court of competent jurisdiction and each party shall bear its own expense of such action.

J. SEVERABILITY

If any part, paragraph, section, or provision of the Agreement is adjudged to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining section, part, paragraph, or provision of the Agreement.

K. WAIVER

The failure of either party to insist upon the strict performance of any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of any right or remedy that either party may have, and shall not be deemed a waiver of either party's rights to require the strict performance of all terms, covenants and conditions thereafter, not a waiver of any remedy for all the subsequent breach of any of the terms, covenants or conditions.

L. ASSIGNMENT

This Agreement may not be assigned to either party without the written consent of the other party.

M. GOVERNING LAW

This Agreement and the parties' rights under it shall be constructed and regulated by the laws of the State of Oregon and venue for any dispute hereunder shall lie in Albany, Linn County, Oregon.

N. WRITTEN NOTICE

All notices regarding this agreement should be sent to:

Jason Williams
Public Works Director
925 S Main Street
Lebanon, OR 97355

Jennifer Meckley
Superintendent
485 S Fifth Street
Lebanon, OR 97355

CITY OF LEBANON:

LEBANON SCHOOL DISTRICT:

Kenneth Jackola, Mayor

Jennifer Meckley

Jennifer Meckley, Superintendent

Date: _____

Date: 9-11-23

Approved as to Form:

Approved as to Form:

John Kennedy, City Attorney

Elizabeth O'Leary

Lebanon School District Attorney

Date: _____

Date: 1/27/24



William Lewis, Chief Operations Officer

485 S. Fifth Street, Lebanon, Oregon 97355 • Telephone: (541) 259-8945 • Email: william.lewis@lebanon.k12.or.us

01-29-2024

City of Lebanon
ICO: Ron Whitlatch
925 Main Street
Lebanon, OR 97355

Mr. Whitlatch,

The Lebanon Community School District would like to discontinue its participation in our outdoor maintenance agreement with the City of Lebanon on June 30, 2024. My goal with this notice is to allow time for both organizations to adjust to any needed changes. I want to thank the maintenance team for the many great years of keeping our lawns and landscaping always looking well-maintained. The maintenance team always had such high standards, and we are grateful for their help.

Please let me know if you have any questions or concerns.

Sincerely,

William H. Lewis III

William H. Lewis III



925 S. Main Street
Lebanon, Oregon 97355
TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

To: Mayor Jackola and City Council
From: Ron Whitlatch, Interim City Manager
Subject: **Administration Update – January 2024**

Date: January 29, 2024

- Attended multiple meetings with City Attorney and outside legal counsel for the issues related to the Green Peter Drawdown.
- Working with staff to determine feasibility of relocating the City Council Chambers to the Library Community Room.
- Budget process for FY 25 is moving along. So far, we are still on track for a completed document by first part of April.
- Working on identifying consultant firms to moderate the City Council 5-year Strategic Plan process. It is likely we will not go through a Request for Proposals process, but rather get proposals from several firms for the City Council to review. More information will be shared once we have it.
- Holding regular Department Director Meeting (every two weeks) to keep moving priorities forward.
- Continuing to work with the League of Oregon Cities and several State Legislators to identify shovel ready infrastructure projects for housing. The Legislature will be meeting in early 2024 to discuss the possibility of providing cities with grants to complete infrastructure for housing.



925 S. Main Street
Lebanon, Oregon 97355

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

Item # 9.

MEMORANDUM

Human Resources Department

To: *Ron Whitlatch, Interim City Manager* Date: *February 1, 2024*
From: *Angela Solesbee, HR Director*
Subject: *Department Update for City Manager Report*

- Recruitment:
 - Communications Specialist – Recruitment on hold
 - Police Officer – 2 candidates in background. 1 lateral officer hired 2/5/24
 - LINX PT Dispatcher – Applicants in review
 - LINX PT Driver – Applicants in review
 - Water/Wastewater Plant Manager – Interview pending
 - Sr. Maintenance Worker Rover – Posted on 1/31/2024

- Benefits:
 - Business as usual

- Classification and Compensation:
 - Ongoing - Work has begun on adding/expanding the working conditions/physical requirements to the JD's. JD's are actively being updated as changes/updates are identified.
 - Market reviews for non-union positions to be completed by end of February. Last completed in 2020.

- Training and Development:
 - January Safety training – Fire Extinguisher
 - February Safety training – Why Sitting is Bad for You

 - January All Employee training – None
 - February All Employee training – Myth of Multitasking

- Performance Management:
 - Assessing and testing the electronic performance evaluation tool under way. Process on hold until after July of 2024 due to upcoming Teamster labor negotiations.
 - 34 evaluations are past due as of 1/31/2024
 - 3 in Finance (oldest is over 2 years past due)
 - 9 in City Manager's Office (Director Evals)
 - 7 in Public Works (oldest is over 2 years past due)
 - 14 in Police Department (oldest is over 6 years past due – 6 employees)
 - 1 in SC/LINX (3 months past due)

- Other
 - ADP Learning module on hold.
 - Exploring the functionality of electronic Personal Action (PA) forms. Currently HR uses spreadsheets to track step and longevity dates. This is an imperfect system. The HRIS system has the ability to process employee step and longevity transactions electronically so HR is exploring what this process may look like in preparation for a discussion with management.
 - Exploring document storage in HRIS system which will allow employees access to personnel files at any time without having to contact HR for a copy.
 - Preparations are underway for upcoming Teamster union negotiations for a new contract. Current contract expires 6/30/2024



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: January 2024

- Compiled and Prepared the City Council Agenda and Packet
- Minutes: January Regular Meeting & Work Session
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (1) 2024-01
- Ordinances: 0
- Press Releases: 7
- Public Meeting Notices: 3
- Documents added to ORMS: 332 for a total of 20,565
- Public Records Request: 2
- Records Destruction Certification: 3
- Liquor Licenses Processed: 0
- Contact Us Submissions: 13
- Maintained the City's social media accounts and website updates
- Maintained the City boards/committee database, tracked terms, and archived minutes.
- Tracked all City agreements/contracts and sent out reminders about ones that are expiring
- Tracked and archived deeds, easements, and rights of way

Donna Trippett, CMC of City of Lebanon, has earned the designation of Certified Municipal Clerk (CMC), which is awarded by the International Institute of Municipal Clerks (IIMC), Inc.

IIMC grants the CMC designation only to municipal clerks who complete demanding education requirements; and have a record of significant contributions to their local government, community, and state. Lifelong learning is not only desirable, it is necessary for all in local government to keep pace with the growing demands and changing needs of the citizens we serve. It is with immense pride I announce Donna's educational accomplishments and achievement of this milestone.

Public Meeting Laws Updates: The City Recorders' Office has been training on updates to the Public Meeting Laws (HB 2805) which will require Public Meeting Law training to each member of advisory committees and boards per term. In addition, the City Recorder's office will make sure the City has the

required grievance to public body process in place. HB 2805 also has two new provisions to meet in Executive Session; (o) and (p) allow to meet for matters related to safety and cyber security.

New Regulations for SEI Filings: effective this year will require that anyone who owns a business or anyone in the household who owns a business, report any client or customer who makes up 10% or more of their business income.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Mayor Jackola and City Council **Date:** January 29, 2024
From: Kelly Hart, Community Development Director
Subject: Community Development Department City Manager Report Updates

2023 Year End Update: The Planning Division's major focus was the development and completion of the City's Housing Production Strategy which Council adopted in September 2023 and is awaiting final DLCD acknowledgment anticipated February 2, 2024. Planning staff also applied for and received a DLCD grant to begin the process of implementing the Housing Production Strategy.

In terms of land use applications, the Planning Division processed 45 land use applications, a reduction of six applications from the previous calendar year. Most application were related to housing development, land divisions and subdivisions, with only one apartment development processed. As the Westside Interceptor construction has increased the number of inquiries for development opportunities along its route of installation, as anticipated.

The Planning Commission met for 11 out of 12 scheduled meetings and have maintained a full panel of commissioners with one pre-screened applicant waiting upon any future vacancy.

The Building Division saw a minor increase in permits issued (2), with a minor increase in fee collection and project valuation.

	2022	2023
Permit	691	693
Fees	\$458,154.64	\$520,679.25
Project Valuation	\$40,680,114.10	\$45,830,818.64

For the Economic Development Division, 2023's focus was developing and adopting the City's Economic Opportunity Analysis (EOA), which Council adopted in September 2023, and implementing a number of the action items identified within the plan. The EOA included over 30 action items to be implemented over the planning period, which the Economic Development Division developed a work plan for implementation. The first year of implementation included:

- Participation in a feasibility study conducted by the Oregon Cascade West Council of Governments about development of high-speed broadband internet availability in the region.
- Development of a workplan for business outreach to understand the unmet workforce needs and identify opportunities for workforce development to meet those needs. A business visitation program was developed to include the Mayor and is now organized to rotate through each ward once a month to invite councilors to join. From each visit, resources are identified that may assist the business in job placement, grants, or business development which economic development staff follows up on after each meeting with direct communication and facilitates connections with organizations that may further assist the business.
- Industrial land business recruitments. The Economic Development Division submitted to Business Oregon an Industrial Business Recruitment package for a possible business based on identified business parameters. In addition, all industrially zoned businesses which property owners identified a willingness to sell their properties were uploaded onto the Oregon Prospector website as a recruitment tool.

The Economic Development Division has also been working with Linn Benton Community College, Oregon Cascade West Council of Governments, and several private businesses to address the ongoing childcare shortage in the Linn County area, and Lebanon specifically. This was a focus in 2023 and will continue forward in 2024.

January Report:

Planning:

- The January Planning Commission (PC) meeting was cancelled.
- In January, one project was approved administratively:
 - VAR-24-01 to adjust the fence height for a property on South Fifth Street
- Staff is currently processing 5 planning applications for 1 project:
 - AR-24-01, S-24-01, VAR-24-02, 03, 04 for a 19-lot subdivision and development of a townhome and zero-lot-line development with variances to the number of dwelling units allowed on a private street, the minimum lot size of a corner lot, and the rear yard required for two lots for project area between Walker and Wassom east of Stoltz Hill Road.
- State Capital Funding Requests: As part of the current legislative session, the City submitted three funding requests through Representative Cate and Senator Hayden's Offices for capital funding projects including an infrastructure project for the development of housing, funding for the pre-treatment needs of the water treatment plant due to the effects of the draw down of the Green Peter Dam, and funding for the needed capacity improvements at the wastewater treatment plant.
- Housing Production Strategy: DLCD has officially acknowledged the City's Housing Production Strategy! A formal letter of acknowledgement was submitted to the City on February 2, 2024.
- Community Development Block Grant (CDBG) Program: The City received notice that the CDBG grant was approved by the State to support the Linn County Housing Rehabilitation Program. Grant agreement documents are expected and program to be initiated in spring.
- Continuum of Care (CoC) and Multi Agency Coordination (MAC) to address homelessness: The Community Development Director attended Crossroads Communities housing forum on Monday January 15, 2024 (online due to the ice storm) as part of the 100 day housing challenge to discuss how to increase affordable housing opportunities in the City of Lebanon. As part of the forum, the goal was set to house 15 individuals in 100 days
- Governor's Office Housing Production Framework: Meetings continue with the Governor's office to stress the importance of infrastructure funding. Funding is currently included in the draft framework, although the process to obtain funding would be cumbersome and require developers to work through multiple layers of government to obtain.
- Rules Advisory Committee on Housing: The Community Development Director has been selected to participate in the State's Rules Advisory Committee for Housing to develop the Oregon Administrative Rules associated with House Bill 2001 (2023) and House Bill 2889 (2023). This is a multiple year appointment which will provide Lebanon a voice at the table in the development of reasonable housing standards for implementation at the rural level.
- Lebanon Community School District Facilities Advisory Committee: The Community Development Director has been requested to participate on the LCSD Facilities Advisory Committee responsible for updating the facilities master plan for the school district, with the goal of bringing expertise in population growth projections and development projections to the group. The committee is anticipated to be an approximate year appointment.

Building:

- The city processed 39 permits in December. Total fees received were \$33,183.38 and valuation of construction was \$3,363,417.78.
- By comparison, in December 2022, 33 permits were processed. Total fees received were \$113,955.74 and valuation of construction was \$12,628,424.00.
 - A current list of the larger construction sites include:

- Riverside Banks Subdivision and Duplexes (Williams Street)
- 78-unit multifamily development (Russell Drive)
- Lebanon Fire District property (Oak Street)
- 28-single family dwelling lots - Cheadle Lake Estates (River Road)
- Chipotle interior renovations and façade improvements (S Santiam Highway)
- Seven Oaks Middle School Addition (Cascade Drive)
- Anderlik Manor Renovation (W Grant Street)
- Panda Express (Airport/Hwy 20)
- 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
- Weldwood Storage (Weldwood Drive)
- 12-lot subdivision (Walker & Wassom)
- 26-lot subdivision – Franklin Grove Estates (Franklin and Russell Drive)
- 450 Weldwood Drive – Self Storage (Weldwood and Cascade Drive)

Economic Development:

- Economic Opportunities Analysis (EOA): The Economic Development Catalyst, with the Community Development Director has begun the process of implementation of the EOA:
 - Business visitation program: In January there were two sets of business visits conducted, Councilor Ulfers and Mayor Jackola, with the Community Development Director visited ENTEK, and Summit Ace Home & Garden. Then Councilor Dykstra and Mayor Jackola, with the Community Development Director visited Lane Manufacturing.
 - ENTEK: Was connected with the Willamette Workforce Partnership to help with their employee recruitment and retention. The conversation regarding childcare also was discussed and they are keen on getting more information and participating in a roundtable discussion. A meeting of interested stakeholders throughout the community will be held in the coming weeks to discuss childcare options.
 - Summit Ace Home & Garden: The Community Development Director connected the manager with the Lebanon School District CTE representative to see if they can work together to have students gain experience by working on some projects with the business. They were also given information for the Willamette Workforce Partnership.
 - Lane Manufacturing: They also had a similar experience as ENTEK and needed additional support with workforce needs. The Community Development Director sent a follow-up email with information from the Willamette Workforce Partnership.
 - From the initial business visit in October with Boulder Falls, a group of stakeholders interested in promoting tourism in Lebanon through business connection and support has started meeting monthly. The group consists of the Chamber of Commerce, Lebanon Downtown Association, Boulder Falls Management and City representation, soon to be joined by the owner of Schmizza Public House and the Manager of the Santiam Excursion Train. The group has identified the need of a map to be able to hand out to guests of the hotel for easy directions to entertainment, food and activities. The Economic Development Catalyst has contacted a consultant to get quotes and discuss the scope of the project. The group will work together to decide on the icons, layout, and categories of the map for the City of Lebanon and will use Transient Lodging Taxes to fund the creation of the map. An additional Tourism meeting with the Albany Visitors Association will be held on February 26th at Boulder Falls, all interested parties from rural Linn County are invited to attend and be part of the conversation.
 - Industrial Site Readiness: The Economic Development Catalyst is working with a local commercial broker to contact Industrial property owners to identify interest in promoting their site for business recruitment nationally, and to advertise their properties on Oregon Prospector. Multiple property owners have responded to outreach by the Economic Development Catalyst and have agreed to advertise their properties with adjacent properties to create a more marketable site. Unfortunately, one property owner with multiple industrial greenfield industrial properties in the city has identified a desire to not market their properties for sale or recruit industrial businesses for their sites.

- Downtown Building Restoration Program: The Downtown Building Restoration (DBR) Program has been updated for the 2023-2024 FY and applications are available for submission. All applications are due by February 1st for review. There are two remaining grants open from the previous FY.
- The Economic Development Catalyst continues to attend Linn County Commissioner meetings in an effort to be more visible to the county and to represent the interests of Lebanon and the REAL group.
- Workforce Development Initiative: The Economic Development Catalyst is working with the Business Liaison at the Early Learning Hub to organize a meeting between major employers in Lebanon that share childcare related challenges and discuss the potential solutions, both immediate and long term.
- Business Registration Initiative: The Director of the Oregon Economic Development Association (OEDA) will be meeting with the Lobbyist for OEDA and State Representative Bynum to discuss the Business Registry Data Bill that was proposed in the 2023 long session but was unable to be brought forward. The goal is to resubmit the bill for the 2024 short session. In the meantime, the Economic Development Catalyst is refining the list of businesses in the 97355 area code for outreach and support purposes.
- Rural Economic Alliance (REAL): A new Rural Opportunity Initiative (ROI) grant cycle from Business Oregon was open for applications, REAL was included in an application with RAIN and was successful, this grant will allow to continue having rural entrepreneur support in the 9 member communities and allow REAL to progress initiatives identified in their recently revised Strategic Plan. REAL was awarded \$12,000 of the initial \$18,000 that was asked for.



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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Engineering Services Director
Subject: **Engineering Update – January 2024**

Date: January 29, 2024

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), and main extension along Division Way (this project will serve US Bank who is currently on a septic system). Udell Engineering is currently working on a design to extend sanitary sewer on Grove Street (between Carolina and Dodge). Once the design is complete, Staff will get three quotes to extend the mainline. Laterals on this block of Grove Street were originally constructed through backyards and all connect on Carolina Street. Staff is continuing to receive applications for replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Kennedy Jenks Engineering (KJE) and City Staff are currently scheduling several site tours of other wastewater plants in February to look at the processes they use. We will be visiting wastewater plants that are currently using the preferred alternatives that we have chosen to get actual operator input and see them work firsthand. Staff has completed the additional testing for the new NPDES Discharge Permit. The Masterplan is scheduled for completion in late spring of 2024. We received word from DEQ that the new NPDES Discharge Permit is now scheduled to be complete in 2025. This is part of the reasoning for slowing the progress on the Master Plan so that we can discuss permit parameters prior to finalization of the Master Plan.
- Design of the multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek will be completed with the signal drawings and incorporated into the overall project. Staff has completed a design for a trail to connect the Old Mill Trail and the River Park Trail in the Gills Landing Parking lot. BLT is currently looking for grants along with donations to complete this project. The City has submitted and received a Recreational Trails Grant to complete a segment of trail on the Albany Property next to River Park. Design is currently underway, and we anticipate construction early this summer.
- Emery & Sons Construction has completed sanitary sewer pipe installation on Crowfoot Road (from South Main to View Lane) and also the final phase of the project on South Main Road (Crowfoot to Joy). We are still waiting on decent weather to complete the final surfacing (asphalt overlay) on Crowfoot and South Main Roads. Below is the current financial status of the project. This will be updated to reflect changes/additions that occur during construction.

Approved GMP Values		Contingencies Used to Date	
Construction Cost	\$18,029,671.95	Contractor Contingency	\$254,900.97
Contractor Contingency	\$398,026.75	City Contingency	\$692,179.00
City Contingency	\$995,066.86	Allowances Spent to Date	
Contractor Allowances	\$1,902,065.32	Trench Foundation	\$107,733.78
Total GMP Approved	\$21,324,830.88	Dewatering	\$429,579.64

- The Seventh Street Reconstruction Project (Oak to 'F') was awarded to Willamette Valley Excavation at the January City Council Meeting. Staff will holding a neighborhood meeting on February 8th to inform residents impacted by construction what to expect and for how long. Construction is scheduled to begin shortly thereafter with a projected finish date by year end.
- Staff has received comments back from ODOT for a design approval of several sidewalk access ramps on Grant Street between Park and Second Street. We will be making several revisions in order to satisfy ODOT. Staff is actively designing the waterline replacement and street upgrades on Grant Street between Main Street and Fifth Street. A meeting with Union Pacific Railroad (UPRR) and Albany and Eastern Railroad was held on-site in December. Based on UPRR comments, it appears that the Rail Crossing on W. Grant will need improvements. Staff will be navigating what improvements and the costs associated with them in the coming months to determine overall financial impacts to the project. This new information will likely delay the project.
- 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 (being done as Staff time allows) to complete. Staff will bring the completed document to the City Council for approval sometime in 2024.
- The City is preparing for a new Traffic Signal at the intersection of Airport Road and Stoltz Hill Road. This project will also extend waterline and sanitary sewer line on Stoltz Hill Road from Antioch Street to Airport Road, sidewalk and driveway installation, and likely a multi-use path along Airport Road. The Project Team (Kittelson Engineers, Udell Engineering, and City Staff) are moving forward with the final design for the project. The project has been delayed for over a year now due to right-of way needs and ongoing negotiations with a property owner. Linn County is currently in the process of obtaining the needed right-of-way (which is going through eminent domain), while the City is negotiating with the property owner on the north leg of the intersection for a small portion of right-of-way. With the approval of a new Gas Station/Mini-Market on the NW corner of the intersection (along with the removal of the existing Grandpa's Grocery on the SW Corner) staff and consultants will be modifying the design to provide better traffic flow on the SW corner by increasing the radius size. The Project Team will begin finalizing the design, so it is ready to advertise for bids as soon as right of way is obtained and a timeframe for the demolition of Grandpa's Grocery.
- Kittelson Traffic Engineers has completed the design (30%) of a round-about at the Cascade Drive/Weldwood Intersection. They are currently preparing a Tech Memo for the City recommending an update to the current Transportation System Plan (TSP) with this project. Staff intends to bring the proposed update to the City Council in the near future. The addition of this project of this project to the TSP will be beneficial in applying for future grants to complete the project.
- ODOT and City Staff are continuing the study of pedestrian/bicycle safety along HWY 20 and HWY 34 through Lebanon. We have held multiple meetings to discuss bike routes along the highways and alternate routes using City streets. The project is also looking at various intersections and mid-block locations to determine what safety projects could be completed to improve pedestrian and bicycle movements on the highways through Lebanon. Funding for improvements will likely come from ODOT. The final report is now scheduled to be done early 2024.

- Staff will be advertising the Beaton Lane/Tennessee Road Rapid Flashing Beacon Project in February. Build Lebanon Trails has also committed \$20,000 to this project in an effort to get it done.
- Cheadle Lake Park Utility Extension Project is complete other than final paving which is being delayed by weather. As soon as we get a good window of suitable paving weather, Northcore will wrap the project up.
- Udell Engineering is working on a conceptual master plan for the park which has been reviewed by the Parks, Trees, Trails Committee. The cost estimate for the initial conceptual design was substantially more than we have available in funding. Staff and Udell Engineering will come up with an alternate design with a much more paired down scope, with the focus being on accessibility improvements, backbone utilities, and hopefully a stage/event area. It is likely construction will take place of any improvements will be in 2025.
- Udell Engineering is under contract to provide Engineering Design services for a sanitary sewer line replacement on North Third Street. Staff is working with Udell to determine the best approach to replacing the line since it is located in the alley with very little maneuvering room. The existing line has multiple failures and a substantial amount of infiltration. Once design is complete, Staff will advertise the projects for bids, likely spring/summer of 2024.
- Udell Engineering is currently under contract to provide the Topographic Survey for design of Fifth Street (Tangent to Mary). Kittelson Engineering is also under contract to begin warrant analysis for a traffic signal at the intersection. This project will re-construct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We anticipate starting design early in 2024.

ENVIRONMENTAL

- 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, there will also be a big push by DEQ 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.

DEVELOPMENT ENGINEERING

- Paventy & Brown Orthodontics plans have expired letter sent to engineer and developer.
- Dairy Queen plans have expired letter sent to engineer and developer.
- Hickory Lake Apartments preconstruction complete contractor to start construction mid-February.
- Franklin Grove Subdivision public improvements accepted. Site plans received for single family construction.
- 9th Street Duplexes public improvements accepted.
- Airport Storage water main extension passed testing and contractor working on final punch list items.
- Bate's Storage off Hansard Ave plans returned to engineer for revisions.
- Industrial Way storage plans returned to engineer for revisions.
- Fire Department contractor completing utilities extension along with new fire water suppression.

- Plans approved for Buckmaster Plumbing new storage building. Contractor working building addition. Fire hydrant extension complete and operational. Final street patch and site work to be completed weather permitting.
- Kees Street extension preconstruction meeting complete and contractor to start with sewer connection and partial road closure 2/1/24 -2/5/24. Kees Street will remain closed during construction.
- Weldwood Dr storage fire hydrant extension and passed testing. Contractor to complete onsite work and final street patch.
- Oak St sewer extension plans approved.
- Plans approved for new Panda Express Building corner of Airport and Hwy 20. All utility crossing complete, contractor working on final site work and building construction.
- Plans approved for new subdivision Madelyn Meadows between Walker & Wassom Street. Contractor working on sewer main extension and excavation of new private street.
- Blackrock Apartments corner of Airport & S 2nd Street fire hydrant extension complete and passed testing. Final street patch schedule for weather permitting. Contractor working on site improvements and building construction.
- Traffic Impact Analysis for Crowfoot Subdivision under Engineering Service Agreement contract. Traffic counts to be collected once S Main Road & Crowfoot open to traffic.
- Mill Race Station RV storage plans returned to engineer for revisions.
- Sewer main extension along 12th Street north of Airport approved.



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INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

IT

- The web site upgrade project continues in collaboration with the City Recorder and other departments.
- The budgeted SCADA upgrade project continues.
- Meet with Linn County IT to discuss how we can better coordinate with other agencies' IT departments for mutual assistance and support.
- Staff assisted with Zoom & YouTube Santiam Travel Station (STS) meetings for City Council, Parks, Trees, and Trails, and other staff meetings as requested.
- Worked on upgrading and migrating file server operating systems.
- Progress continues with Lebanon Fire District on the Station 31 construction project.
- 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

- Completed the Flush 2023 downloaded data review and completed necessary updates.
- Held a water meter review meeting with IT, Public Works, and Planning departments.
- Work continues with Finance and Public Works to update meter reading routes for City water services.
- Coordinated with IT and LFD staff regarding Station 31 access control project; coordinated with IT staff for mapping.
- Continued Lead & Copper Survey Project Coordination.
- Continued work on the Water Quality Dashboard to be incorporated into the new City web site project Spring 2024.
- Cleaned up and coordinated updated web maps with Engineering and Planning.
- Coordinated new address updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.

Summary

During the past month, IT and GIS closed 506 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.



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MEMORANDUM

Lebanon Public Library

To: Mayor, City Council & Ron Whitlatch, Interim City
Manager

Date: January 30, 2024

From: Kendra Antila, Library Director

Subject: Manager's Report

- Statistics for the month of January are on par with previous years, despite weather-related closures.
- We received a \$3,298 grant from the State Library of Oregon. The grant will fund early literacy initiatives and the Summer Reading Program.
- The Teen Advisory Group will debut two new clubs this month, Coding for Teens and ASL (American Sign Language).
- Members of the Lebanon Police Department will be guest readers at Preschool Storytime on Thursday, February 22nd.



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Item # 9.

MEMORANDUM

Police Department

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

Date: January 31, 2024

- Looking at year 2023 totals, Lebanon Police Dept. handled a total of 16,620 calls for service, made 1,061 arrests, issued 293 traffic citations, conducted 1,396 traffic stops and wrote 2,004 case reports.
- For the month of January 2024, the Patrol Division had approximately 1,328 calls for service, made 91 arrests, issued 34 traffic citations and wrote 138 case reports.
- Recruit Garcia graduated from the Department of Public Safety Standards and Training (DPSST) and will be finishing up his field training portion that requires him to be with a certified officer. Recruit Officers Belknap, McKinney and Hobbs are still in training at DPSST, but are all doing well and all on track to graduate.
- Applicant Jason Van Eck has successfully passed all phases of pre-employment screening and has accepted a full-time position as a police officer. Jason comes to us with 20-plus years of law enforcement experience.
- We will be conducting testing on February 9th for police officer in an effort to continue filling remaining vacancies.
- Psychological evaluation results are pending for another police officer candidate. If he successfully passes, he will be offered a full-time officer position.
- Our Communication Specialist position remains open until filled. Unfortunately, the candidate that had been selected to move forward has failed the background phase. We will test again in late February or early March.
- We had one use-of-force incident to report for last month. Officers located a subject who was wanted on several felony warrants, and had also been involved with multiple thefts around town. As officers approached, the suspect tried to flee the parking lot in a lifted pickup. The suspect crashed into several vehicles, and then drove into the driver's side of a Lebanon patrol vehicle, becoming stuck on it. Officers approached the subject and ordered him out of the vehicle, while pointing their firearms in his direction. The subject was then taken into custody without further incident (continued on next page.)

- It was determined that the suspect had a firearm in his possession. The patrol vehicle was totaled and the officer that was operating it sustained a minor injury to his forehead. The wanted suspect did not have any injuries and was lodged in the Linn County Jail, where he currently remains. Every use-of-force incident is reviewed extensively by a Sergeant, Lieutenant, the Captain and finally the Chief. This incident was found to be a justified use-of-force case and fell within policy.
- There were three (3) pursuits this month. (1) A vehicle failed to obey a traffic control device (stop sign), and then eluded when the officer attempted to stop the fleeing vehicle. Officers pursued the vehicle north of the city, and ultimately on I-5, almost to Salem. Officers terminated the pursuit once they lost radio communications. Several days later, the vehicle was located, but the suspect still remains at large. (2) While on patrol, an officer witnessed a reckless driver riding a three-wheeler on city streets. The driver failed to stop, and eluded the officer north of the city, ultimately driving into a field. The driver then fled on foot, and officers were unable to locate him. (3) An officer attempted to stop a vehicle for no license plate, and the vehicle eluded. Officers pursued the vehicle south of the city, and the vehicle crashed into a fence while negotiating a turn. The driver then fled on foot, but was shortly taken into custody after a short foot pursuit. Each pursuit was reviewed separately by a review board that included the Chief, Captain, Sergeant and Lieutenants, and each were found to be within policy.
- There was one incident of successful NARCAN deployment this month. An adult male overdosed on an unknown substance; a witness was performing CPR when the officer arrived and deployed NARCAN, successfully saving the subject's life.
- We had one drug overdose this past month that resulted in the death of the subject. Detectives are actively working the case to determine where the narcotics came from.

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



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MEMORANDUM

Public Works

Date: January 26, 2024

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: City Manager's Report – January 2024

A. Collections (Sanitary-Storm):

- Mowing
 - No maintenance mowing and weed eating as weather did not allow.
- Manholes:
 - Inspected existing manholes for condition and I&I.
- Sewer Mains:
 - Cleaned 1400-feet and video inspected 1400-feet of sanitary sewer main line.
 - Flushed low flow, dead end sewer mains.
- Sewer Laterals:
 - Assisted 5 customers with sewer lateral issues.
 - Video inspected 575-feet of sanitary sewer laterals.
 - Installed 0 cleanouts.
 - Conducted one sewer lateral replacement investigation.
 - 1 - entered program
 - 0 - not eligible or did not require replacement
 - 0 - working with customer to gather more information
 - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
 - Assisted 1 Facility with Storm drain issue.
 - Cleaned 240 Feet and Video Inspected 40 Feet of storm line.
 - Cleaned catch basins on part of Academy St.
 - Completed several rounds of catch basin/curb inlet, ditch inlets and culverts clearing during rain events.
- Identified and investigated several sanitary and storm mapping discrepancies.
- Assisted Ice/Snowstorm Sanding
 - Responded to one private water service line that froze.
- Reviewed one set of pre-construction plans for Engineering.
- Performed (3) One Year Warranty inspections on completed projects.
- Monthly equipment checks and maintenance completed.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Checked Gill's Landing Pump Station and pump operation.

- Provided Vactor and crew to assist Crowfoot Rd. Improvement Project
- Assist with water meter reads.

B. Parks:

- Completed hanging door hangers for annual right-of-way tree trimming.
- Opened, closed, and cleaned parks restroom buildings daily.
- Crews began applying casoron at schools and parks where applicable for vegetation management.
- All parks and trails system garbage's checked daily and emptied.
- Completing daily leaf removal and mulching.
- The trail system is cleaned weekly of leaves and other debris.
- There has also been an increase in daily vandalism and trash pick-up which has increased the amount of time it takes crews to clean restrooms and complete trash pick-up.
- Made necessary repairs to park restrooms.
- Making necessary repairs to all city playground equipment.
- Cleaned and repaired roof leak at Gills Landing restroom.
- Gills Landing
 - There were 23 RV park reservations for the month of January.
 - There was one shelter rental for the month of January.

C. Streets:

- 8 – days were spent sweeping.
- Swept school parking lots and district office.
- Removed downtown holiday banners, snowflakes, and lights on trees.
- Crews graded alley ways and filled potholes throughout town.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Placed and removed barricades / stop signs for internal / external projects, and public events.
- Completed vehicle repairs and maintenance.
- Replaced flags on 25mph near 2nd and Mary Street.
- Delivered sand and sandbags to Sherriff's office for public use.
- Completed intermittent leaf pickup through town and at local schools.
- Marked out locates for tree removal.
- Responded to two garbage clean-ups on roadway.
- Installed sanders on trucks in preparation for snow and ice storm.
- Sanded city roads during snow and ice storm.
- Installed part of the new fence at the skate park.
- Graded gravel roadways, alleys, and shoulders of roads.
- Completed a sewer lateral repair that a contractor damaged.

D. Wastewater Treatment Plant:

- The Lebanon WWTP is in full compliance with our NPDES permit month to date.

- Influent flow for the month is averaging 8.3 MGD.
- Plant came through the ice storm very well. Plant average flow 1-18-24 to date 12.0 MGD, peaking at 15.2 MGD on 1-19-24.
- We have begun staging biosolids hauling and, weather permitting, we will begin the first week of February.

E. Water:

- Meter reading was completed.
- Daily water service orders including leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
 - 76 locates were completed throughout Lebanon for the month of December.
 - Followed up on water concerns and completed sample testing requested by citizens.
 - Replaced 18 water meters and installed 36 radio readers.
- Began working with IT to update the GIS mapping for water service locations and sizes.
- Changed out failing meter boxes and dead meters.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	80.15 MG
Finish Water Produced	56.85 MG
Water Sent to Cheadle Lake	00.00 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.95	1.35	1.15	0.027	0.045	0.034
Finish pH			Filtrate Fluoride (Average of Each Day)		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.41	8.85	7.64	0.00	0.00	0.00

- Raw Water NTU has been doing a lot better running between 25-50 NTU.
- The added cleans have helped deal with the plugging issues in the filters caused by the extremely high NTU. We are no longer plugging at lower flows.
- After cleaning out the basins last month the sludge levels are just under a foot.



MEMORANDUM

Senior Services & LINX Transit

Date: January 31, 2024

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly Report

The flipping of the calendar to a new year has brought in an influx of seniors to participate in our exercise programs. We had 32 seniors join us in a single class, which was a record number for just one class. We have some core groups that come in to exercise and socialize with one another. We have maintained some larger than usual class sizes throughout the month in all of our exercise programs, as well.

One of our staff members has completed their certification to be a community instructor of a new Evidence Based exercise class that we will begin mid-February. Tai Ji Quan: Moving for Better Balance (TJQMBB) adds another type of exercise to our offerings. Our seated Chair Chi class has always seen lots of seniors getting referred from the hospital after graduating from their physical therapy programs. As seniors continue to get stronger, they sometimes look for another opportunity to continue to improve past the focus of the seated class. TJQMBB is led from a standing position but does offer some seated and assisted opportunities. We are excited to give our Monday group of Tai Chi fans, that currently follow a video, a chance to gather with an in-person instructor. TJQMBB is a 52-session course that focuses on improving balance, core strength and fall prevention recovery techniques. The Senior Center is able to offer this TJQMBB class, along with the three other evidence-based programs, through a Cascades West Council of Government grant.

We had a great turn out for our Pizza and Pool social. We had some new faces join us for an opportunity to meet other pool players. We plan to use this model over the winter to connect seniors through a social game and snack combo. In February, we will have fun with our shuffleboard.

Our Pancakes with the Lebanon Police Department event, in January, was a huge hit! We have had lots of feedback from seniors that really enjoyed this opportunity to mingle with some of Lebanon's finest. The Chief also let us know how much they enjoyed the opportunity. Thank you to LPD for taking the time to chat with us at the Senior Center, and for all that you do for our community.

LINX Transit is currently recruiting for two part-time positions. The part-time driver position will fill a vacancy and the part-time dispatcher will assist with coverage in the front office. As the growth of the LINX program has continued, it has become vital to add another part-time dispatcher to assist the two full-time dispatchers to provide coverage, Monday through Saturday, 7:00 am to 6:00 pm. LINX Transit is funded primarily through state and federal grants. The new part-time dispatcher position will be funded through the Statewide Transportation Improvement Fund (HB2017), which was brought forth for new and enhanced transit service in Oregon.