



LEBANON CITY COUNCIL REGULAR MEETING AND EXECUTIVE SESSION AGENDA

October 14, 2026 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

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

Mayor: Kenneth Jackola

**Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Marcellus
Angellford**

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

ROLL CALL

CONSENT CALENDAR

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

- 1. AGENDA:** Lebanon City Council Agenda – October 14, 2026
- 2. COUNCIL MINUTES:** September 9, 2026 City Council Meeting

PRESENTATION / RECOGNITION

PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to city.recorder@lebanonoregon.gov prior to **5:00 p.m. on October 13, 2026**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

PUBLIC HEARING(S)

REGULAR SESSION

- 3.** Utility Rates for Vacant Properties Discussion
- 4.** Department Reports:

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS

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

NEXT SCHEDULED COUNCIL MEETING(S) November 4, 2026 (Rescheduled from November 11, 2026)

EXECUTIVE SESSION

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

- 5.** Executive Session Announcement - Per ORS 192.660(2)(e) To conduct deliberations with persons designated by the Council to negotiate real property transactions.

REGULAR SESSION

Council may reconvene into open session should action be required.

ADJOURNMENT

INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:

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

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



LEBANON CITY COUNCIL REGULAR MEETING - AMENDED MINUTES

September 09, 2026 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

MISSION STATEMENT

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

Mayor: Kenneth Jackola

**Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Marcellus
Angellford**

Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman

6:00 PM – CITY COUNCIL REGULAR SESSION

CALL TO ORDER / FLAG SALUTE

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

ROLL CALL

PRESENT

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

STAFF

City Manager Ron Whitlatch
City Attorney Tre' Kennedy
Chief of Police Frank Stevenson
Finance Director Brandon Neish
Development Director Shana Olson
Library Services Director Kendra Antilia
City Recorder Julie Fisher
IT Administrative Assistant Erin Gomez

CONSENT CALENDAR

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

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

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

PRESENTATION / RECOGNITION

There were no presentations.

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 September 8, 2026**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

Darlene Nielsen spoke in support of the former hospital/library building being used as a museum for Lebanon. She said a museum would provide an opportunity to preserve and share the history and culture of the Lebanon area and could serve as a destination for visitors. Nielsen said she would be willing to volunteer to teach classes at the museum and expressed her support for the City pursuing the idea if it could be accomplished at a reasonable cost.

Dr. Wilder, representing the Lebanon Aquatic District, provided an update on improvements to the Lebanon Community Pool. She explained that the original \$1.8 million improvement plan was reduced to approximately \$1.2 million after the school district lost funding and was unable to provide approximately \$500,000 that had been anticipated. The district has continued working on repairs and improvements with assistance from volunteers and expects the pool to remain closed until approximately October 1, when a grand reopening is planned. Wilder highlighted plans for online registration and the continuation of third-grade swim lessons, emphasizing the importance of swimming and water safety for children and adults. She said she was excited about the improvements being made to the pool and invited Council members to see the completed work.

PUBLIC HEARING(S)

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

The Public Hearing was opened at 6:06 PM.

Development Director Shana Olson presented a request to vacate unimproved right-of-way along portions of Walker Road and Airway Road. The rights-of-way were originally dedicated in anticipation of a future street system but were never constructed and no longer align with the anticipated street network associated with planned development in the area. The vacation would remove the outdated alignments and allow the future street system to be established through the development process. Olson explained that the vacation would not eliminate legal access to any property, as access would continue through public streets and recorded easements. Existing public utilities would also be protected, including a 20-foot public utility easement over the existing West Side Interceptor sewer. The required notice and posting had been completed, and staff had obtained the required consent from property owners representing at least two-thirds of the affected properties.

Public Testimony: Brian Vendetta, representing the property owner requesting the vacation, spoke in support of the request and said the applicant agreed with the staff report.

Following the public hearing, which was closed at 6:09 p.m., Council approved the ordinance vacating the unimproved Walker Road and Airway Road rights-of-way.

Motion made by Councilor - Ward 2 Workman, Seconded by Councilor - Ward 2 McClain.

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

REGULAR SESSION

6. Resolution No. 2026-19 - A Resolution Authorizing an Application for the 2026 Business Oregon Community Development Block Grant for the Library Children's Room Expansion, Committing Matching Funds, and Delegating Authority to the City Manager to Sign Related Documents

Library Director Kendra Antilia presented Resolution 2026-19, which authorizes the City to apply for approximately \$1.1 million in 2026 Community Development Block Grant funding through Business Oregon for the planned expansion of the Lebanon Public Library children's area. The project would add dedicated programming and meeting space to accommodate the growing demand for library programs and services for children and families. The resolution commits \$500,000 in matching funds, consisting of \$300,000 in City funds and \$200,000 from the Library Foundation, and authorizes acceptance of grant funds and delegates authority to the City Manager to execute documents necessary for the application and grant administration. In response to a Council question regarding the likelihood of receiving the grant, staff explained that approximately seven projects were competing for the available funding and that Lebanon appeared to be the only shovel-ready project. Staff noted that the project would receive significant points for being ready to proceed and that the majority of competing projects were located in Eastern Oregon.

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

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

7. Resolution No. 2026-20 - A Resolution Authorizing the Application for the 2026 Business Oregon Regional Infrastructure Fund Grant for Public Infrastructure Improvements Supporting the Western University of Health Sciences Oregon Campus Expansion in Lebanon, OR.

City Manager Ron Whitlatch presented Resolution 2026-20, authorizing the City to apply for a Business Oregon Regional Infrastructure Fund grant to support public infrastructure associated with the Western University of Health Sciences Oregon campus expansion. Staff identified the project after reviewing potential projects that met the grant requirements, including environmental and archaeological readiness. The proposed project would construct a roadway and utilities along E. Grant Street to the north side of the railroad tracks, providing the first step in establishing access to the university site. The project would not construct the railroad underpass. Whitlatch reported that the project estimate had recently increased from approximately \$1.449 million to \$1.575 million. The project is eligible for transportation funding, with approximately \$729,000 identified as the City's match and approximately \$846,000 requested from Business Oregon. Staff explained that the project could be scaled depending on the amount of grant funding awarded, although the City would evaluate whether a reduced project would remain practical before proceeding. Whitlatch also explained that the required right-of-way has been addressed with the property owners and would be transferred to the City as the project moves forward.

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

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

City Recorder Julie Fisher presented an update to the City's Public Records Policy, which was originally adopted in 2019. Fisher reported that public records requests have increased significantly, from 20 requests in 2024 to 56 in 2025 and 71 requests so far in 2026. She explained that the City is also receiving more complex requests involving multiple departments, multiple years of records, significant staff time, and related or recurring requests from the same requesters. Fisher emphasized that the purpose of the policy update is not to make public records less accessible, but to establish a clearer and more consistent process for handling requests while recognizing the staff time and resources required to fulfill them. The proposed policy eliminates the existing Level 1, 2, and 3 request system and provides one consistent process for all public records requests. It also reduces the amount of staff time provided without charge from 30 minutes to 15 minutes, after which staff time may be charged in accordance with the City's adopted fee schedule. The policy adds provisions addressing related and recurring requests, allowing related requests made during the same calendar year to be considered together when they involve the same matter, seek the same or similar records, continue a prior request, divide a larger request, or recur for the same type of records. Fisher explained that the provision is intended to prevent larger requests from being divided into smaller requests simply to obtain additional periods of free staff time. The policy also clarifies the City's process for reviewing and redacting records and when legal review may be necessary. Fisher provided examples of simple requests, such as bid tabs available online, that can be completed in a few minutes, compared with complex requests involving multiple departments that require significant staff time and legal review. She explained that most requests are completed without a fee and that charges generally arise only with larger, more complex requests.

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

9. Resolution No. 2026-22 - A Resolution Authorizing an Interfund Transfer to Cover Streetlight Replacement Project

Finance Director Brandon Neish presented Resolution 2026-22, requesting a \$50,000 transfer from the Street Fund contingency budget to the contract expense line to support a streetlight replacement project. Pacific Power has offered the City an opportunity to replace approximately 635 older streetlight fixtures with LED fixtures. The estimated initial project cost is \$165,651, with an Energy Trust of Oregon incentive of approximately \$116,412, reducing the City's estimated cost to approximately \$48,320. The improved LED fixtures are expected to save the City approximately \$24,000 per year in electricity costs, resulting in an anticipated payback period of approximately two years. Neish explained that Pacific Power would continue to replace failed streetlights under the City's franchise agreement and that the proposed project would accelerate the replacement process and allow the City to realize energy savings sooner. Council discussed the expected life of the existing fixtures, the scalability of the project, potential LED fixture durability, lighting levels, and the Energy Trust incentive.

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

10. Ordinance Bill No. 2026-07 - Ordinance No. 3049 - A Bill for an Ordinance Amending Chapter 8.10 of the Lebanon Municipal Code Titled "Noise Regulations" by Restricting the Use of Refrigeration Units in Residential Areas.

City Attorney Tre' Kennedy presented Ordinance Bill 2026-07, which was drafted following previous Council discussion regarding the operation of refrigeration units on trucks parked in a designated parking area. Kennedy explained that the ordinance does not change the parking regulations but restricts the operation of refrigeration units and other mechanical engines on the trucks during designated nighttime hours, from 9:00 p.m. to 7:00 a.m., in residential areas. Council discussed enforcement and how the ordinance would apply in circumstances such as a power outage. Kennedy explained that the ordinance specifically addresses refrigeration units on trucks and that general noise regulations would continue to apply to unreasonable noise during designated hours. He also noted that compliance would be the City's first goal and that violations would be addressed before a fine was imposed.

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

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

11. Old Library Building - Future Use and Long-Term Lease Option

City Manager Ron Whitlatch presented options for the future use of the City's former library building. He explained that the City has been reviewing its property holdings to determine which properties continue to serve a municipal purpose and that the former library building is not currently being used by the City and is not anticipated to have a future municipal use. The building is currently leased to the Lebanon School District for approximately \$12,000 per year, with the existing lease running through June 2029 and allowing termination with six months' notice. Whitlatch explained that the Lebanon Museum Foundation has expressed interest in the building and that one option would be a long-term lease that allows the City to retain ownership while providing the Foundation with the stability needed to establish a museum. A long-term lease would address terms including rent, maintenance, capital improvements, and insurance, which would be brought back to Council for consideration at a later date. Other options included selling the property or maintaining the existing school district lease. Whitlatch explained that the City had considered donating the building but that state law did not provide a legal path for the proposed donation. The Council discussed the potential benefits of a long-term lease, including the Foundation's ability to pursue grants for improvements such as accessibility, shelving, displays, and lighting. Representatives of the Lebanon Museum Foundation reported that the Foundation currently has slightly more than \$25,000 and plans to conduct fundraising and pursue grants if a lease is secured. The Foundation indicated that it would assume responsibility for upkeep and would like a lease structure that allows it to invest in improvements to the building. Staff also reported that the School District had requested that any change be delayed until the end of the 2026-27 school year to allow time to relocate the approximately dozen students currently using the building for alternative education. Council directed staff to proceed with Option 1, pursuing a long-term lease with the Lebanon Museum Foundation, with termination of the School District's lease effective June 30, 2027. Representatives of the Museum Foundation thanked the City and Council for supporting the effort to establish a museum that would preserve and share Lebanon's history and culture.

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

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

12. Legislative Priorities FY 2027-2028

City Manager Ron Whitlatch presented the results of the Council's ranking of the League of Oregon Cities' proposed legislative priorities. The five highest-ranked priorities were Infrastructure Funding, Land Availability and Land Use Streamlining, the 2027 Transportation Package, Full Funding and Streamlining for Housing Production, and Administrative Procedures Act Reform. Infrastructure Funding received unanimous support, while the remaining four priorities received four or more votes. Council discussed other issues that were not among the top five, including maintaining affordable energy and addressing wetlands regulations. Legislative Affairs Consultant Sean Tate explained that issues receiving fewer votes may still be pursued by the League of Oregon Cities and that the City's separate legislative priorities would continue to be addressed independently. Tate also discussed ongoing legislative activity related to wetlands, mitigation, and land-use streamlining, noting that these issues are viewed as significant barriers to housing and economic development.

A motion was made to adopt the following five legislative priorities for the 2027 legislative session: Infrastructure Funding; Land Availability and Land Use Streamlining; 2027 Transportation Package; Full Funding and Streamlining for Housing Production; and Administrative Procedures Act Reform.

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

13. FY26 Year End Status Update

Finance Director Brandon Neish presented a year-end financial status update for fiscal year 2026, noting that the figures remain subject to audit adjustments but that no material changes are anticipated. The City generated approximately \$47.6 million in new revenue and had approximately \$40.2 million in expenditures, resulting in an overall increase in fund balances of approximately \$7.3 million. The General Fund increased by approximately \$127,841, although Neish noted that the City Services Fee generated approximately \$2.1 million and, without that revenue, the General Fund would have experienced a deficit of approximately \$2 million. Utility revenues totaled approximately \$14.6 million compared with a budget of \$14.1 million, and the utility funds collectively increased by approximately 2.1 percent over the prior year. The utility funds added approximately \$2.5 million to fund balances, with the wastewater funds ending the year with approximately \$18 million, much of which is planned for wastewater treatment facility improvements and projects identified in the master plan. Property tax revenue totaled approximately \$8.9 million, within approximately 0.02 percent of the adopted budget. Intergovernmental revenue totaled approximately \$6 million, approximately \$2.1 million below budget, primarily due to timing of grant reimbursements and declines in state-shared revenues. Liquor revenue was approximately 21.7 percent below budget, while other state-shared revenues were approximately 20.4 percent below budget, creating additional pressure on the General Fund. Franchise fee revenue totaled approximately \$3.3 million, exceeding the adopted budget by approximately \$4,401, and interest earnings totaled approximately \$2.7 million. Neish noted that interest earnings are expected to decline as the City spends down fund balances for major capital projects. Personnel expenditures totaled approximately \$16.7 million, approximately \$137,000 over budget and about 5 percent higher than the prior year, with future increases anticipated in healthcare, salaries, and PERS costs. Materials and services expenditures totaled approximately \$9.29 million compared with a \$10.25 million budget, with some unspent funds remaining available for future use. Capital expenditures were significantly below budget, with approximately \$7 million spent compared with a \$25.7 million budget. Neish explained that the difference was largely related to project timing and that funds for projects not completed during the fiscal year remain available for future years. He noted that the City had budgeted approximately \$32 million for the wastewater treatment plant project but would not spend the full amount during the fiscal year due to project timing. In response to Council questions, Neish explained that declining state-shared revenues also include reductions in cigarette tax and marijuana tax revenues and that

the City now receives approximately \$10,000 or less annually in cigarette tax revenue and approximately \$25,000 to \$30,000 annually in state marijuana tax revenue.

14. Department Report

City Manager Ron Whitlatch reported that he, Mayor Jackola, and Council President Steinhabel met with a field representative from Senator Merkley's office to discuss issues affecting Lebanon and the federal legislative landscape. He said the City continues to meet with its legislative representatives and plans to schedule a meeting with Representative Bynum. Whitlatch also reminded Council that the November Council meeting has been moved from November 11 to November 4, 2026, and that additional notice will be provided.

ITEMS FROM COUNCIL

Councilor Workman encouraged members of the community and City officials to attend the September 11, 2026, 10:00 a.m. event at the Lebanon Fire Station commemorating the 25th anniversary of September 11th.

PUBLIC/PRESS COMMENTS

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

There were no additional comments from the press or written or digital public comments.

NEXT SCHEDULED COUNCIL MEETING(S) *October 14, 2026. A reminder that the November meeting will be held on November 4, 2026.*

ADJOURNMENT

The meeting adjourned at 7:28 PM

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925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4212
bneish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

October 14, 2026

From: Brandon Neish, Finance Director

Subject: Utility Billing for Vacant Properties – Policy Discussion

I. INTRODUCTION

As part of an ongoing review of the Lebanon Municipal Code (LMC) provisions governing utility services and associated fees, staff is seeking City Council direction regarding the assessment of utility charges on properties that are temporarily vacant or unoccupied. Currently, property owners remain responsible for the full monthly base charges for water, wastewater, stormwater, and the City Services Fee, regardless of whether the property is occupied or actively consuming utility services.

Staff has identified three potential approaches for Council consideration, each with differing implications for property owners, utility operations, and the City's financial sustainability.

II. CURRENT REPORT

Under the City's existing utility billing practices, properties connected to City utility systems continue to incur monthly base charges during periods of vacancy, including transitions between tenants. These charges remain the responsibility of the property owner until a new tenant establishes service.

Lebanon Municipal Code Chapter 13.04 establishes the framework for water and wastewater utility charges. Specifically, LMC 13.04.140 places ultimate responsibility for water and wastewater charges on the property owner, while LMC 13.04.380 and 13.04.390 establish monthly water user fees, including a base charge assessed independently of actual consumption. Wastewater charges similarly include a base fee in addition to consumption-based charges under LMC 13.04.520.

Stormwater charges are assessed based on property characteristics rather than occupancy or utility consumption, recognizing that stormwater infrastructure serves properties regardless of whether they are occupied. Additionally, the City Services Fee, established under LMC Chapter 3.24, supports general municipal services and is assessed separately from traditional utility consumption charges.

Collectively, these charges contribute to the City's ability to maintain infrastructure, preserve system capacity, and provide services that remain available to properties regardless of occupancy.

As staff reviews the existing municipal code, an opportunity exists for Council to reconsider whether the current approach appropriately balances the financial responsibilities of property ownership with the circumstances of temporary vacancy.

Option 1 – Maintain Existing Base Charges

Under this option, the City would continue its current practice of assessing full monthly base charges for water, wastewater, stormwater, and the City Services Fee during periods of vacancy.

Maintaining these charges recognizes that utility infrastructure and municipal services remain available to a property regardless of whether it is occupied. The City must continue maintaining treatment facilities, distribution and collection systems, stormwater infrastructure, and other municipal services even when individual properties are not actively utilizing them.

Additionally, maintaining full charges may provide a financial incentive for property owners to minimize extended vacancies and return properties to productive use. This could encourage more timely tenant transitions, support the availability of housing, and potentially reduce issues associated with prolonged vacancies, including unauthorized occupancy and property deterioration.

This approach would preserve existing revenue streams, avoid additional administrative requirements, and maintain consistency with current billing practices.

Option 2 – Establish a Reduced or “Vacation” Rate

Under this option, the City would establish a reduced monthly base rate for properties meeting defined vacancy requirements. Council could determine an appropriate percentage reduction, which could apply to some or all of the four charges currently assessed.

A reduced rate could apply to rental properties between tenants or to properties temporarily unoccupied for extended periods, such as seasonal residents who leave the area for several months annually. Staff suggests considering a minimum vacancy period of 90 consecutive days for seasonal or extended absences, although Council could establish a shorter or longer period.

This approach would recognize that vacant properties generally place fewer immediate demands on certain municipal services while acknowledging that infrastructure, system capacity, and service availability must continue to be maintained.

Implementation would require establishing eligibility requirements, a process for requesting the reduced rate, and procedures for verifying vacancy and restoring standard charges when occupancy resumes. Council would also need to determine whether the reduction should apply equally across all four charges or vary based on the nature of each service.

Depending on the discount established and the number of qualifying properties, this option would result in some reduction in City revenues and additional administrative responsibilities.

Option 3 – Suspend Base Charges During Vacancy

Under this option, the City would discontinue monthly base charges for qualifying properties during periods of verified vacancy.

This approach would be consistent with practices in neighboring communities, including Albany and Sweet Home, which allow property owners to discontinue utility charges between tenants while retaining access to limited water service for cleaning and preparing properties for new occupants. A similar provision could be incorporated into Lebanon's municipal code to accommodate property maintenance and tenant transitions without requiring property owners to maintain full utility service.

This approach would provide the greatest financial relief to property owners by eliminating charges for services that are not being actively consumed or utilized during periods of nonoccupancy. It may be particularly beneficial for rental property owners experiencing extended vacancies or property owners who are temporarily absent.

However, eliminating these charges would also remove contributions from vacant properties toward the fixed costs of maintaining utility infrastructure and municipal services. These costs generally do not decline proportionately with occupancy, as the City must maintain the systems and capacity necessary to serve properties when occupancy resumes.

This option would have the greatest potential revenue impact and may require adjustments to future rates or other funding mechanisms to recover costs currently supported by vacant properties. It would also require procedures to establish eligibility, verify vacancy, determine allowable water usage during vacancy, and reinstate charges when properties become occupied.

Each option presents a different balance between property owner affordability, administrative complexity, and the City's responsibility to maintain reliable utility infrastructure and municipal services.

Staff believes an important consideration is the distinction between services that may experience reduced demand during vacancy and those that continue to serve properties regardless of occupancy. Under the reduced-rate and suspended-charges options, staff would propose limiting any discount to water and wastewater charges while maintaining full stormwater charges and the City Services Fee. This distinction recognizes that properties continue to benefit from the City's stormwater drainage infrastructure and the municipal services supported by the City Services Fee, regardless of whether the property is occupied.

Staff is seeking Council's direction on the preferred approach, including any desired eligibility requirements, minimum vacancy periods, and the extent of any reduction in water and wastewater base charges.

III. RECOMMENDATION

Staff is not making a formal recommendation at this time. Rather, staff requests City Council discussion and direction regarding the preferred approach to utility billing during periods of property vacancy.

Based on Council's direction, staff will prepare the necessary amendments to the Lebanon Municipal Code and return with an ordinance for Council consideration at the November 4, 2026, meeting.



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, City Manager
Subject: **Administration Update – September 2026**

Date: October 1, 2026

- On September 8, 2026, Mayor Jackola, Council President Steinhebel, and I met with Sophia Francia, who is a Field Representative for Senator Merkley. We discussed upcoming Federal Legislation and gave an update on happenings within the City of Lebanon. We try to meet with Sophia two to three times per year to stay current on items that may impact Lebanon and to monitor potential funding opportunities.
- On September 23, 2026, Mayor Jackola, Council President Steinhebel, Shana Olson, and I met with Mickey Harvey, who is a Field Representative for Congresswoman Bynum. We discussed upcoming Federal Legislation and gave an update on happenings within the City of Lebanon. Mickey informed us that they are still waiting for the Federal Appropriations Bill to pass so Lebanon can receive a \$2 million congressional appropriation for the Wastewater Treatment Plant Project. We meet with Mickey two to three times per year to stay current on items that may impact Lebanon and to monitor potential funding opportunities
- Due to increased operating costs, LINX Transit has not been operating on Saturdays throughout the summer. This is being done to avoid overrunning the projected funding from the biennium Federal and State Grants used to operate LINX Transit. We will likely re-evaluate Saturday Service again in early 2027.
- In conjunction with the Wastewater Treatment Plant Biosolids Improvements Project, we have submitted our formal application to the Clean Water State Revolving Loan Fund Program with Oregon DEQ. DEQ has approved the Request for Proposals (RFP) to select a CM/GC Contractor. The RFP is currently being advertised, and all proposals are due in early November.
- Staff has met with Oregon DEQ to determine next steps of environmental review for the Champion Mill Site. Staff has met to discuss the findings of the latest round of environmental testing. Once we have additional information, we will hold a work session with the City Council to determine our next steps.
- We are continuing to work with our outside legal counsel for claims against the Army Corps of Engineers (USACOE). The claim will be filed with the Federal District Court in the coming weeks. An amended complaint has been filed. This is likely to be a lengthy (and slow) process, and we will provide more information as it becomes

available. Albany and Millersburg have now joined the lawsuit and will share in attorney fees with Lebanon and Sweet Home.

- Staff continues to work with Sean Tate (Tate Public Affairs), who is helping the City navigate legislative affairs and advocate for funding for various projects and policy reforms. We are currently preparing for the 2027 Legislative Session. Sean is developing an Emergency Preparedness App for the City. This ties into our Strategic Plan Goal pertaining to Emergency Management.
- Staff, along with the Council of Oregon Governments, have submitted the application for the Community Development Block Grant (CDBG) for the Library Children's Room Expansion. We won't know whether we were successful until late fall.
- Holding regular Department Director Meetings (every two weeks) to keep moving priorities forward.
- We continue to meet with Susan Patterson from the Oregon Cascades West Council of Governments twice a month to identify grant opportunities that could benefit the City. We are currently exploring funding opportunities to support wastewater plant projects, water service line replacements, street projects, and other initiatives benefiting the City.
- The System Development Charges Citizens Advisory Committee will meet again in mid-October to continue the process of updating the City's Wastewater and Storm Drainage System Development Charges.
- The City and Western University have submitted jointly on a Regional Infrastructure Grant. The scope of this grant includes construction of the new roadway and utilities up to the railroad right-of-way. City match funding will come from the Transportation System Development Charge Fund and is currently appropriated for this fiscal year.
- The City Attorney is currently drafting a lease agreement with the Lebanon Museum Foundation for use of the Old Library Building. I will send a letter to the School District (they have been informed verbally) stating the City's intent to terminate the current lease on June 30, 2027.



MEMORANDUM

City Recorder's Office

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

			• Aug 2026	• Sept 2026
Community Engagement	584	Agenda Center	566	566
	1031	Alert Center	1014	1016
	28	Bid Postings	26	29
	204	Calendar	198	197
	3088	News Flash	3038	3040
	11,980	Total Users	12,275	11,959
	28,761	Views	28,860	25,113
	Home Library UB Payments Search	Top Four Searches	Home Library UB Payments Calendar	Home UB Payments Library Search
	4,979	FB Followers	5,001	5,006
	45	New Followers	26	11
	59,712	Post Reach	35,768	16,331
	54	Council Video Views	73	163
	0	Contact Us	7	3
Communication	3	Press Releases	5	10
	3	Public Meeting Notices	8	3
	8	Social Media Posts	17	8
Records	1	Ordinances	1	2
	1	Resolutions	1	4
	0	Committee Applications	0	0
	0	Liquor Licenses	0	0
	55	Record Destruction	3	12
	141	Records added to ORMS	163	237
	18	Public Records FOIA	45	14



925 S Main Street
Lebanon, Oregon 97355

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

MEMORANDUM

Development Services

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

Date: October 1, 2026

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

Development Services staff training and cross-training have continued to progress over the past three months. Training has expanded across department operations, customer service, permitting procedures, and support functions for engineering, building, and planning. This effort is strengthening overall department capacity, succession planning, and business continuity while supporting consistent and efficient customer service.

Planning

Planning Commission – No Meeting in September

The following land use applications were approved in September:

- VAR-26-03 - Class I Variance for Fence – 685 S 15th Street

The following land use applications are under review in September:

- AR-26-08 – Administrative Review for Auto Repair Shop and Auto Sales – 2300 S Main Road
- MR-26-02 – Property Line Adjustment – 1250 and 1260 E Grant Street

Building

	August 2026	August 2025
Permits Issued	75	69
Fees Received	\$68,545.92	\$44,824.63
Construction Valuation	\$4,346,779.48	\$2,500,739.86

A current list of the more significant construction sites includes:

- Industrial Building (Montessa Way)
- Industrial Building (Airway Road)

- Thoroughbred Car Wash (Santiam Highway)
 - 47-lot subdivision – Hermans Farm Subdivision (Crowfoot Road)
 - 5-lot subdivision – Space Reader Estates (Kees Street)
 - 48-lot subdivision – Cedar Springs (13th Street)
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 10-lot subdivision – Phillips Estates (Phillips Way)
 - 19-lot subdivision (Walker & Wassom)
- Staff continues to coordinate with the Finance Department on a comprehensive audit of service accounts. The project remains in progress, with timing and next steps under ongoing evaluation to align with current operational priorities.

Engineering – Development Projects

In Review / Pending Construction

- Fueling Station & C-Store (N 5th St/Village Lp): Plans received and under review.
- Lebanon Dairy Queen (N 5th St/Village Lp): Plans received and under review.
- Go Mini Storage (Hansard Ave/Reeves Pkwy): Plan review comments sent back to engineer for revisions.
- Millrace Lift Station (N 5th St): Preliminary Design Report received and under review.
- Cedar River Estates Subdivision (S 5th St/Joy St/Kingdom Dr): Plans approved. Pending Public Improvements permit.
- Misty Meadows Subdivision (W B St): Plan review complete. Pending county approval.
- Salmon Run Apartments (Vaughan Ln): Plan revisions received from engineer. Approval of plans pending DEQ 1200C permit issuance.
- Duplex Development 1711 S 9th Street: Plans stamped approved. Pending ROW permit.
- Bates Storage (Hansard Ave): On hold by owner. Planset stamped approved; pending 1200-C permit.

Under Construction

- Hermans Farm Subdivision Phase II (Hermans Dr): Public improvements permit issued.
- Walmart 3290 S Santiam HWY: Plans approved. No public improvement or right of way encroachment permits required.
- Valley Life Church (E Ash St/Park St: Permit issued for work on E Ash St, construction underway. Park Street work under ODOT jurisdiction.
- Storage Warehouse 1050 Montessa Way: Permits issued.
- Thoroughbred Express Car Wash (HWY 20): Permits issued. Construction ongoing.
- Duo Water Systems 1800 Airway Rd: Permits issued. Construction ongoing.
- Khan C-Store (former Walgreens site): Permits issued. Construction ongoing.
- Elmore Townhomes: Permits issued. Construction ongoing.
- Ziply Fiber: Franchise permit issued; Citywide fiber internet infrastructure construction ongoing.
- Tri-Plex (S. 7th Street): Site utility construction ongoing.
- Millrace Station Phase II: Public Improvements Permit active. Utility and road construction ongoing.

Complete

- None to report this month.

City Legislative Efforts

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

Grant Administration

- Environmental sampling has been completed. Consultants have finalized the market analysis and transportation study, which evaluates the site's commercial viability and development potential given existing site constraints. The project is moving into the next Phase, with consultant coordination and project scheduling underway.

Economic Development

- Received a significant recruitment opportunity and delivered a comprehensive presentation, resulting in the City being shortlisted as one of two potential locations in Oregon. While the project ultimately did not move forward in Lebanon due to wetland constraints associated with the proposed site, the recruitment effort provided valuable exposure and demonstrated the City's ability to respond competitively to significant development opportunities.
- Staff continues to evaluate options for addressing wetland constraints on industrial lands to improve site readiness and support future development opportunities. This includes coordination with Business Oregon, the City's lobbyist, and regulatory agencies to explore both project-specific and long-term policy solutions.
- Downtown Building Restoration Program: Four of the ten awarded façade improvement projects have now been completed. The remaining projects are in various stages of design and construction.
- Strategic Plan Initiative 3.11: Staff continues to review the Business Oregon Prospector site weekly to evaluate targeted recruitment inquiries from Industrial Lands Specialists and determine eligibility for competitive site submissions.
- Strategic Plan Initiative 3.15 – Business Outreach: Staff continues to promote business outreach opportunities through the City's communication channels. While participation in the business visitation program has been limited, staff remains available to meet with businesses and respond to requests as they arise.



Engineering Services
925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4923
FAX: 541.258.4954

www.lebanonoregon.gov
engineering@lebanonoregon.gov

MEMORANDUM

Date: October 02, 2026

To: Mayor Jackola and City Council

From: Mike Trippett, City Engineer

Subject: Capital Improvements Update for September 2026

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

- A. Grant and Sherman Street Improvements** - Construction continues on this Project. The Contractor has substantially completed improvements on Grant Street between Main and Park Streets; centerline and curb striping will be finished soon.

The water line bore under the railroad tracks between Third and Fourth Streets has been completed, and crews are continuing installation of water line east and west of this location.

Construction on Grant between Main and Second Streets is slated to begin October 5th and is expected to continue through the third week in November. This construction will involve upgrades to water, storm and sanitary utilities, along with replacement of the street surface, curb & gutter, and a substantial amount of sidewalk.

As with the other phases of this Project, Staff and the Contractor are working closely with affected residents and businesses to minimize disruption to their normal routine.

- B. Cheadle Lake Park Improvements** - Knife River is completing work on new pedestrian paths in the park area and is nearly finished with the lighting upgrades along those paths. The new restroom is waiting for new sidewalks and paving to be installed and should be open by the end of the second week in October. New welded steel gates are still being manufactured for the vehicle entrances to the park. This Project is now approximately 95% complete.

- C. 2026 Street Patching** - This Project involves replacement of pavement sections all over town where Public Works crews have performed maintenance, repairs, and upgrades to our utility systems.

The Contract was awarded to Oregon Asphalt Maintenance and signed on September 30th, in the amount of \$23,405.00. Construction is scheduled to begin soon.

- D. LIDAR Survey of the Hiatt Street Bridge** - Staff have entered into a \$4,500 contract with Norse Ironworks to perform a LIDAR survey of the Hiatt Street Bridge, located just south of E. Sherman Street. Norse Ironworks will coordinate with Udell Engineering to establish a georeferenced, three-dimensional baseline survey of the bridge, its approaches, and surrounding bank conditions. This pilot Project will provide Engineering Services with a baseline for monitoring bridge conditions and evaluating future maintenance and repair needs.

The survey is scheduled to begin in early October.

RE: Council Capital Improvements Update for September

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

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

The Request for Construction Manager/General Contractor Proposals (RFP) was advertised September 21st and will close November 3rd. There are currently seven Prime Bidders holding documents:

- Emery & Sons Construction
- James W. Fowler Company
- Slayden Constructors
- Engineered Structures, Inc.
- ORR, Incorporated
- Stellar J Corporation
- Prospect Construction

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

The City signed an agreement with Branch Engineering in the amount of \$19,000.00 for wetland delineation and permitting on September 29th.

G. North Fifth Street Reconstruction - Staff are reviewing plans and specifications submitted by Udell Engineering, and permitting with ODOT, UPRR, and AERC is underway.

This Project is scheduled to be put out to bid in November.

H. East Sherman Street Water Line Repair - Staff executed a Contract with Udell Engineering in August to replace a section of water line on Sherman Street between Park and Grove Streets. (This work is not associated with the Grant and Sherman Street Project.) Udell is currently generating plans and specifications for this work.

I. Industrial Way Park Improvements - The Archaeological Cultural Resources report was finalized on September 16th and recommends a finding of "No Historic Properties Adversely Affected" by this proposed Project. It has been forwarded to SHPO, the Army Corps of Engineers (ACOE), and DEQ for their review.

RE: Council Capital Improvements Update for September

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

They have started work on several outstanding restoration issues that need to be addressed, and Staff have issued some work permitting in response.

2. Piloted Projects

- A. West Rose Street Sewer Extension** - Staff have executed a Contract with Udell Engineering for design of a new section of sanitary sewer line on Rose Street between Main and Second Streets. This Project will also eliminate a cross-connection between our storm and sanitary systems. The storm line that currently drains into the sanitary sewer system will be diverted to the storm drain system.
- B. South Second Street Area Drainage Improvements** - Staff have executed a Contract with Udell Engineering for the design and Contract Administration of a Project that will correct current drainage issues on Second Street near the 'C' Street intersection.

3. On-Going Tasks

- A. CIP Plan Update** - Staff have been test-driving new software to streamline the planning and implementation of CIP projects in the future.
- B. TMDL Update** - Staff are still updating the City's Five-Year Matrix for DEQ.

4. Upcoming and Proposed Work

- A. Sanitary Sewer Collections System** - There are two possible Projects that Staff are focusing on. We have asked Udell Engineering to make a rough cost comparison between the two to see which Project would provide the most benefit for the funding we have available:
- **Grove Street Sanitary Sewer and Storm Drain Conflict** - This Project will involve a new sanitary line along Elmore from south of the Point S Tire & Auto Service property east to Grove Street, and then up to Oak Street. This will eliminate the 'wildcat' line that crosses under several properties between Elmore and Oak.
 - **Cox Street Sanitary Sewer Extension** - This project would install a new sanitary line from the sewer main on Highway 20 west along Cox Street and down Second Street to 'H' Street. This will eliminate a 'wildcat' line that crosses under several properties from 'H' Street to north of Cox Street.



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4261
asolesbee@LebanonOregon.gov
www.LebanonOregon.gov

Item # 4.

MEMORANDUM

Human Resources

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

Date: September 30, 2026

- Recruitment:
 - No requisitions currently posted.
- Benefits:
 - Open Enrollment began on September 29th and ends on October 23rd.
- Classification and Compensation:
 - AFSCME Market Review, Classification review, and Salary Schedule changes underway per the newly ratified 2026-2029 CBA.
- Training and Development:
 - September All Employee training – Cybersecurity – AI and Smishing
 - October All Employee training – Discrimination-Free Workplace
 - September Safety training – Personal Protective Equipment (PPE)
 - October Safety training – Cold Weather Safety
- Performance Management:
 - Discussions regarding moving to electronic evaluations with AFSCME underway.
 - Discussions with Teamsters will commence after finalization of AFSCME process and roll out.
 - Non-Union employee group has moved away from performance evaluations and implemented Performance Goals.



40 N. 2nd Street
Lebanon, Oregon 97355

TEL: 541.258.4240
bhurst@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Information Technology Services

To: Ron Whitlatch, City Manager
From: Brent Hurst, IT Director
Subject: IT and GIS Department Report –September 2026

Date: September 30, 2026

IT

- Working on Water Treatment Plant and Wastewater Treatment Plant upgrades and planning as requested.
- OpenGov ERP migration project continues.
- Assisting City Recorder to update the meeting and minute agenda software. This project is to be completed in November.
 - This same process is under way for the Lebanon Fire District with the support of our IT staff as well.
- The City has purchased and is working to implement a new ADA software tool to assist with PDF and map adjustments for screen reader accessibility. This is a requirement by the DOJ to be in place before March 2028.
- Assisting Police with patrol system upgrades continue.
- Assist HR with onboarding and offboarding employees by request. (Both City and LFD)
- Weekly and monthly security and vulnerability patches were completed.
- Completed monthly public meeting streams on behalf of multiple departments.
 - If you would like to see recordings of our public meetings, visit <https://www.youtube.com/@CityofLebanonOR>
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- Prep for the Annual Water Flush has begun in tandem with the Public Works department.
 - Review previous field notes, located and painted meters, etc.
- Our GIS department received their updated Aerial photos and has successfully installed the maps throughout the City building locations.
 - Previous vintages of the maps have been donated to local businesses.
- As-Built sewer updates have been completed for project 22ACOM20260044 on Market/Main.
- Continued ArcGIS Online and Portal Infrastructure Updates.

THE CITY THAT FRIENDLINESS BUILT

- ArcGIS Online field update integration with Public Works staff.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.



55 Academy Street
Lebanon, Oregon 97355

TEL: 541.258.4926
Kendra.Antila@LebanonOregon.gov
www.LebanonOregon.gov/library

MEMORANDUM

Lebanon Public Library

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

Date: October 2, 2026

- The CDBG grant to fund construction of the Children's Meeting Room expansion has been submitted. We should know by early November if our application is successful.
- Regular programming has resumed. Dates and times for Baby and Preschool Storytimes, and programs for tweens, teens and adults can be found on the library's online calendar.

THE CITY THAT FRIENDLINESS BUILT



40 N. 2nd Street, Suite 100
Lebanon, Oregon 97355

TEL: 541.451.1751
www.lebanonoregon.gov



Item # 4.

MEMORANDUM

Police Department

To: City Council

From: Chief Frank Stevenson

Subject: September Monthly Report

Date: October 6, 2026

- For September 2026, the Patrol Division had approximately 1,480 calls for service, made 76 arrests, conducted 288 traffic stops, issued 73 citations, and wrote 131 case reports.
- Since our last monthly report, two Communications Specialists and one Police Officer have begun their career with Lebanon Police. The officer is attending the Oregon Public Safety Academy in Salem at present, and both dispatchers are scheduled to attend the official training academy for emergency dispatchers in November.
- The Detectives Division remains busy, and staff members continue to process complex cases. This past month, detectives were assigned two (2) new cases, made two (2) arrests, and closed out two (2) cases. Detectives reviewed a total of twenty-one (21) Department of Human Services (DHS) referrals for possible child abuse. The division actively assisted Patrol units during operational downtime, recently including providing tactical assistance in searching a local farm for an eluding suspect. A focused surveillance day is scheduled, and operational efforts will prioritize specific residences identified through recent community complaints and emails from concerned citizens.
- Community Services staff members Albanese and Johnson, together with Patrol team members, have continued to conduct extra patrols throughout our parks system. Their efforts aim to reduce unwanted activities, such as ordinance violations and trespassing, while also providing community outreach. Collectively, they responded to 175 calls for service, which included animal-related incidents, city park patrols, private-business trespasses, abandoned or suspicious vehicles, and parking complaints.
- Two Peer Court sessions were held this month for minors following referrals from the Lebanon Municipal Court (one for careless driving charges and one for driving while using a mobile electronic device). Staff partnered with DHS state workers regarding a Peer Court youth recently placed in a foster home, ensuring continuity of Lebanon Youth Peer Court services.
- Staff coordinated the 9/11 Celebration alongside the Lebanon Fire District, which yielded high community attendance. Staff then presented at the Legacy Club and shared opportunities for future support of the event.
- Community Services staff helped facilitate the Municipal Jail Open House, which drew a total of 119 attendees (55 visitors on Tuesday; 64 visitors on Saturday).

INTEGRITY, PROFESSIONALISM & TEAMWORK

- Staff held Traffic Safety class, where nine (9) cell phone violation participants and two (2) seatbelt violation participants took part. One (1) case of Failure to Comply was remanded back to the Lebanon Municipal Court.
- Staff collaborated with the multi-disciplinary team to address homelessness at the Champion Mill Site. Coordinated joint outreach efforts with C.H.A.N.C.E. Lebanon and Crossroads Communities to deploy available community resources directly to individuals on-site.
- There were no pursuits or Narcan deployments this past month. There were two (2) Use-of-Force incidents to report for September: *Incident 1* - Officers engaged a verbally hostile, intoxicated suspect shouting threats and assuming a fighting posture. After multiple defensive deflections and non-compliance, the suspect was physically restrained against a garbage bin, taken to the ground, and handcuffed. The suspect sustained minor abrasions to the right cheek and eyebrow. *Incident 2* - Officers entering a residence to arrest a suspect with probable cause for Assault IV/Domestic Violence were met with resistance. The suspect attempted to barricade the door and wrapped his arm around an officer's neck during the struggle. Officers forced the suspect to the ground to secure handcuffs. The suspect sustained a minor laceration to the left arm and slight abrasions to the forehead.

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

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



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4918
www.lebanonoregon.gov

MEMORANDUM

Public Works

Date: September 29, 2026

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

A. Collections (Sanitary-Storm):

- Mowing Collections R.O.W.'s and Ditches
 - Maintenance mowing and weed eating.
- Manholes:
 - Repaired storm manhole from that had been hit and damaged.
 - Compiling list for manhole re-hab.
- Sewer Mains:
 - Cleaned and video inspected high flow sanitary mains.
 - Cleaned 5950 feet and video inspected 5320 feet of sanitary sewer main line.
 - Flushed low flow, dead-end sewer mains.
- Sewer Laterals:
 - Located several sanitary laterals in the areas of current construction jobs.
 - Assisted 7 customers with sewer lateral issues.
 - Video inspected 100 Feet of sanitary sewer laterals.
 - Checked two metered wells for usage.
 - Conducted 2 sewer lateral replacement investigations.
 - 2 -entered program
 - 0 -not eligible or did not require replacement
 - 1 -working with customer to gather more information/waiting on their application
 - 0 -Post replacement inspections completed.
 - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
 - Responded to complaint of flooding, issue was found to be construction issue, working on solution.
 - Cleaned several catch basins in preparation for winter.
 - Spoke with residents along Burkhart Creek about flooding concerns:
 - Completed mowing in the area.
 - Cleaned 0 ft of storm main.
 - Video inspected 0 ft of the main line of storm.
- Special projects:
 - Completed monthly equipment inspections and preventive maintenance to maintain system reliability.
 - Locate Sewer and Storm mains and laterals for contractors.

- Assisted with maintenance at the WWTP.
- Assisted with several water leaks, concrete jobs, and street paving projects.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Checked Gill's Landing Pump Station and pump operation.

B. Parks:

- Continued mowing.
- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleared of leaves and other debris on a weekly basis.
- Additionally, there has been a rise in daily vandalism and trash collection, which has extended the time required for crews to clean restrooms and carry out trash collection.
- Gills Landing
 - There were 84 RV park reservations for the month of September.
 - There were 22 shelter rentals for the month of September.

C. Streets:

- Swept (7) days.
- Signs / Banners:
 - Burned thermal "STOP" bars through town.
 - Scraped and repainted yellow curb through town.
 - Provided signs and barricades for LDA Harvest Festival.
 - Raised and lowered flags per state orders.
- Continued to water downtown flowers and trees.
- Graded and rolled gravel roads to prepare for dust control as well as graded and rolled road shoulders to prepare for chip sealing and fog line painting on Berlin Road.
- Paved road failures throughout town.

D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for August 2026
- Flow for the month of August averaged .89 MGD with a peak of 1.06 MGD and a total of 27.73 MG
- Effluent Pump #3 (20hp) returned rebuild waiting on install
- Started biosolids field application on Morgan's fields

E. Water:

- Locating and service order request. "Read's and on/off's, Leak checks, Customer Service."
- Meter reading.
- Routine sampling, Along with DBP's, TTHM, HAA5's this month.
- Reviewed and inspected backflow abandonments.
- Tested backflow devices.
- Changing out system meters.
- Recorded large meters that need maintenance and repair, collected cost estimates scheduling.

F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	163.70 MG
Finish Water Produced	98.48 MG
Water Sent to Cheadle Lake	55.47 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
0.90	1.44	1.27	0.019	0.044	0.020
Finish pH			Raw Turbidity		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.7	8.57	8.01	2.07	7.07	4.39

- Annual Strainer parts kits ordered
- Profibus system maintenance
- Getting ready for sanitary survey



MEMORANDUM

Senior Services & LINX Transit

Date: October 1, 2026

To: Mayor Jackola and City Council

From: Kindra Oliver, Senior Center & LINX Transit Director

Subject: Monthly LINX Transit & Senior Center Report

LINX Transit:

LINX Transit continues to be closed on Saturdays, through December 2026.

We have submitted Statewide Transportation Improvement Fund (STIF) applications to Linn County for the FY2027-29 biennium. Applications will be presented to the Linn County Transportation Advisory Committee for review and making recommendations for funding to the Linn County Board of Commissioners. Grant application requests exceeded the anticipated funding available to Linn County for the FY2027-29 biennium. Linn County STIF Plans are due to ODOT in January 2027. We hope to have a good idea of our FY2027-29 allocations for STIF, as well as other state and federal grant awards, in January 2027.

Senior Center:

September 15th, we celebrated National Senior Center Month with a nod to what makes our Senior Center truly special, unique and magical...and that is the amazing older members of our community! NCOA picked the theme, "Happier Birthdays Happen Here." Our program provided an opportunity to mingle, enjoy a professional magician (that happened to be a senior) perform daring fetes, and enjoy some tasty carnival inspired treats. Seniors from The Oaks and from Colonia Paz both put on group singing performances, as well.

On September 22nd, our annual fall prevention program was held in collaboration with the Physical Therapy Program from COMP-NW. This was our 4th year working together to provide this very important educational opportunity to seniors in our community. About 38 seniors participated in the seminar and activities, with a focus on how Osteoporosis effects fall risks. 30 students and 6 faculty from COM-NW helped put on the presentation, perform individual fall risk assessments, and help co-host break-out sessions and hands-on learning opportunities.

With a change in seasons, staff have been inspired to bring nature inside for crafts this month with Leaf Prints and Pinecone Flowers. Incorporating nature is a great way to connect and encourage

an opportunity to go for a walk outside to find items to use for a nature craft. Fresh air and a little exercise become a byproduct of these efforts. Using these indirect physical movement opportunities can be powerful tools in reminding people of what they CAN still do or to demonstrate how motivation to move can come from different sources. Gathering leaves on a walk on a lovely sun filled fall day and later using them to make lovely prints was also a great opportunity to engage seniors in sharing favorite fall memories.

Approximately 500 people turned out for the TomatoFest held at the Senior Center by the Master Gardners, overseen by Sheryl Casteen. The group appreciates the City's support of this massive undertaking to continue to encourage the community to grow healthy, organic food.

EXECUTIVE SESSION ANNOUNCEMENT

Meeting Information

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

Executive Session Announcement

The Lebanon City Council will now meet in Executive Session.

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

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

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

Adjournment